

# St Paul's CE (VC) First School Coven



Charging and Remissions Policy  
Updated September 2022

# **St Paul's CE First School**

## **Charging and Remissions Policy**

### **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Local Academy Council (LAC) are responsible for determining the content of the policy and the headteacher for implementation. Any determinations with respect to individual parents may be considered jointly by the headteacher (and/or LAC) depending on the circumstances. The LAC will review the policy annually.

### **Definitions**

The school day is defined as 8.50 am – 3.15 pm (Main School)

The midday break does not form part of the school day.

8.45 am – 11.45 pm - Morning Nursery

12.30pm – 3.30pm – Afternoon Nursery

**Community Facilities** – activities which the LAC do not feel is of direct educational benefit to children at the school.

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attend.

**External Lettings** – letting to an organisation other than the school.

**Remission** - where a charge is not payable, either in full or in part.

**Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal costs.

### **Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching pupils to play a musical instrument. Arrangements made with peripatetic teachers organised in conjunction with Brewood Middle School. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (if insufficient funds are available it may be necessary to curtail or cancel activities).

### **Charges**

(It will be necessary to determine, where applicable, for each of the following whether the LAC intends to make a charge and how much the charge should be).

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') eg theatre trip to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) breakages and replacements as result of damages caused wilfully or negligently by pupils
- (d) extra-curricular activities and school clubs
- (e) Letting of the school premises or grounds
- (f) Lunchtime charge for Nursery children - £2.50 per day
- (g) Charges for materials or ingredients where the pupils wish to have the finished product.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;

### **Remissions**

(Where the LAC have determined to charge for board and lodging on a school trip the following paragraph must be included).

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (current financial year).

Looked after children will not be excluded from residential, visits and trips on the basis of being "looked after"

Pupils in receipt of Pupil Premium will be offered a reduction on costs for residential activities eg Laches Wood.

Reasonable adjustments will be made for children with specific needs.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- a) School trips and visits
- b) Visitors to school
- c) workshops
- d) travelling theatre
- e) some sports events

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupils whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the headteacher.

Date of Policy approval: 4<sup>th</sup> October 2022

Date of Policy review: September 2023

Policy approved: *A. J. Knight*  
(Luke Knight, Chair of LAC)

Charging and Remission Policy approved by LAC on: 4<sup>th</sup> October 2022

Due for review in September 2023