



Charging and Remissions Policy

Date: October 2024

Review Date: October 2027

With thankful hearts, we trust in God as we grow in his love which shines through us. We aim to live our faith and grow in wisdom.

And Jesus grew in wisdom and stature, and in favour with God and people. (Luke 2:52)

But the wisdom from above is pure first of all; it is also peaceful, gentle, and friendly; it is full of compassion and produces a harvest of good deeds; it is free from prejudice and hypocrisy. (James 3:17)

Introduction

All education during school hours is free. However, the Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, educational visits and residential experiences can make towards pupils' personal and social education. The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. Since it will be impossible for the school budget to meet the costs incurred by visits of this nature, the school will endeavour to obtain payment through appealing to the parents for voluntary contributions. Parents have the right to know how each educational visit or activity is funded; the school can provide this information on request, for example, the cost of coach hire, workshops etc.

Activities arranged outside of the school day will be charged for.

Charges will not be made for any activities which form part of the National Curriculum requirements.

In accordance with the Education Reform Act 1988 and The Education Act 1996, the school's policy is to charge for the following activities:

1. Board and lodgings on residential visits.
2. Any activities deemed to be optional extras taking place outside school hours. This includes educational visits. A charge will be made for the cost entry to venues and travel costs (subject to statutory exceptions). The cost will not exceed the actual cost of provision.
3. Costs associated with the tuition in the playing of a musical instrument whether in or out of school hours.
4. Activities which take place wholly or mainly outside school hours which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education
5. Ingredients and material for cooking and design and technology.

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6. The cost of entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours.
7. Re-sits of prescribed public examinations where no further preparation has been provided by the school.

Voluntary contributions

When organising educational visits or workshops, which enrich the curriculum and educational experience of the children, that takes place during the school day, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a workshop or a visit. If a visit goes ahead, all pupils will be included, regardless of a voluntary contribution.

If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the visit or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

Visits to museums;
Educational visits, which enhance the curriculum and which require transport expenses;
Sporting activities which require transport expenses;
Outdoor adventure activities;
Visits to the theatre;
Artist in Residence;
Musical or theatrical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, we will make charges in relation to board, lodging and activities. (These are not a compulsory element of the curriculum.) Parents will be given the option of a payment plan to spread the cost of the residential visit.

Remissions

The school will remit part of the cost of charges for board and lodgings for a residential visit for pupils where parents are in receipt of state benefit* from its own budget. The amount that will be remitted is at the discretion of the Head teacher.

Where there is known to be financial difficulty within the family; the Governing Board delegates the responsibility to the headteacher to make the decision to pay some or all of the voluntary contribution requested by the school, from the school budget. The head teacher must be reasonably certain that there is real financial difficulty and that the support is necessary to maintain the financial viability of the school visit. Each case will be considered individually. Parents are invited on the initial residential letter to discuss any financial difficulties with the headteacher.

Pupil premium is additional funding which the Head teacher uses to support eligible pupils to close the gap in all aspects of school life between them and their peers. 10% of the child's pupil premium is allocated to be used to fund remission.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition which is not part of the National Curriculum. These lessons are provided by a peripatetic music teacher to teach individual or small group lessons.

Refunds

Refunds of charges or voluntary contributions received will be made if educational visits or activities are cancelled by the school. This may be used as a credit towards another trip if the parent would prefer.

In the majority of cases, as a school we are invoiced for the number of children booked in advanced of an educational visit or activity taking place; therefore, we are not able to offer refunds if a child is not able to attend, for example, due to illness.

Swimming

The school organises swimming lessons for Key Stage 2 children. Lessons take place in school time and are part of the national curriculum. School pays for the provision of a lifeguard, specialist teachers and the hire of the pool itself. There is no cost to pupils for swimming. The school reserves the right to charge for transport.

Coaching Sessions

When the school offers additional coaching after school, for example football, judo etc. a qualified coach, who is not a member of the school staff, runs and organises these sessions. A charge to cover their costs is made. This is often payable directly to the coach/company. Attendance is entirely voluntary.

Teacher Clubs

Our staff give up their time voluntary to offer extra-curricular activities; a charge is made for these clubs in order to provide any necessary resources for the club to take place.

Breakage and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any items such as:

- Broken windows
- Defaced, damaged or lost books (including textbooks, reading books and reading diaries)
- Any item damaged as a result of unsatisfactory pupil behaviour
- Damaged iPads and laptops

Third Parties

Third parties i.e. school photographer will make a charge for services/products

*State benefits refer to:

- Income support
- Income based job seekers allowance
- income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child tax credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) does not exceed £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Date of Policy: October 2024

PERSON RESPONSIBLE FOR POLICY:	<i>CAROLINE MACKENZIE</i>
APPROVED:	<i>FINANCE, PREMISES AND STAFFING COMMITTEE</i>
SIGNED:	<i>P DAWSON</i>
TO BE REVIEWED:	<i>OCTOBER 2027</i>