

# **St Andrew's Church of England Primary School**



## **Charging and Remissions Policy**

**September 2015**

## **Introduction**

At St Andrew's CE Primary School, we want all of our pupils to have an equal opportunity to benefit from school visits, curricular and extra-curricular activities regardless of their family's financial means.

This Policy statement sets out our school approach to charging and remissions, and is informed by Local Authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all of the provisions on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

## **No charges will be made**

1. School admissions  
No charge will be made for admission to St Andrew's CE Primary School
  
2. School meals  
No charge will be made for pupils who are entitled to Free School Meals.  
  
We will charge all pupils not entitled to Free School Meals an amount determined by the Local Authority, contractor or Governing Body of the school, as appropriate.
  
3. Public examinations  
No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.  
  
Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.  
  
Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it.  
  
We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination

where the school originally paid the entry fee. This will be decided by the Headteacher.

4. Activities for pupils during normal school hours

No charge will be made for activities provided during school hours.

A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to own the finished product. This will be communicated to parents prior to the activity taking place.

5. Activities for pupils outside normal school hours

No charge will be made for an activity that takes place outside school hours when it is:

- a) a necessary part of the curriculum
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) part of the school's basic curriculum for religious education

6. Music tuition within school hours

No charge will be made if the music tuition is an essential part of the curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music, books etc.)

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Headteacher and the appropriate committee of the governing body and may vary depending on size of group, length of lesson and type of instrument.

## **Charges may be made**

### 1. School visits / activities

Although visits and activities which occur during normal school hours must be provided free of charge, parents/carers may be asked to make a voluntary contribution towards the cost of the visit/activity. Pupils whose parents/carers do not contribute towards the visit or activity will not be discriminated against. However, all parents/carers will be made aware that if insufficient voluntary contributions are received, the visit or activity will not take place.

Voluntary contributions requested will not exceed the total costs of the visit/activity and in most cases, the cost will be subsidised by school.

### 2. Residential visits

Charges will be made for the board and lodging provided on a residential visit. The Governing Body may offer to remit the full or part cost of full board and lodging for a residential activity which takes place during school hours.

The decision to remit board and lodging costs, as above, is subject to the parents/carers of a pupil being in receipt of one of the following:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed £16,190
- The guarantee element of State Pension Credit

### 3. Optional Extras

A charge may be made for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set annually on the recommendation of the Headteacher.

Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the

cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

4. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage of school property or property belonging to a third party where the school has been charged. This will be determined by the Headteacher.

5. The Freedom of Information Act and Charging

Members of the public have a statutory right to ask for information under the Freedom of Information Act. For parents of present or prospective pupils, single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard paperwork or duplication, the school reserves the right to charge 10p per sheet to cover duplication and administrative costs.

When a member of the general public or a member of a professional body requests the information, then a charge will be made to cover duplication, postage and administrative costs.

In all cases, where a charge is to be levied, the purchaser will be informed of the cost and requested to pay the correct amount in advance before the work is undertaken.

**Policy approved by Governors: September 2015**

**Signed:**

**Review date: September 2016**