

St Andrew's CE Primary School



Charging and Remissions Policy

Summary for Parents/Carers

At St Andrew's CE Primary School, we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. All our pupils should have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of the activities and the visits on offer have a cost associated with them and unfortunately cannot be provided unless we ask parents/carers for voluntary contributions, and in some cases, make a charge. But there are some strict rules we have to abide by. Our Charging Policy, which has been agreed by our Governors, sets out what we will and won't charge for, how we will try to make costs manageable for families and how we will help families with limited incomes.

The full, detailed policy is available for inspection in the school office.

Voluntary Contributions

We cannot charge for activities which are part of the normal school day or part of the National Curriculum, but we can ask for **voluntary contributions**.

Examples of circumstances in which we might ask for voluntary contributions include:

- Transport for trips
- Admission charges on trips
- Visiting education groups

Why do we need to ask for voluntary contributions?

We want to offer a wide range of activities to broaden your child's experiences but we can't afford to do everything we would wish without the help from parents/carers.

What happens if I am unwilling to pay?

Your contribution is voluntary. Your child will not be excluded from an activity or visit.

BUT if we do not receive enough voluntary contributions, we may have to cancel the activity / visit.

Will my voluntary contribution pay for people who have not paid?

No. The amount we ask in voluntary contribution must not exceed the actual cost of the activity per pupil.

We promise that:

We will tell you at the outset if the activity or visit cannot be funded without voluntary contributions.

We will give as much notice as possible of any activities or visits which will require voluntary contributions.

We will tell you how much a visit will cost, including a breakdown of charges and how much school will be subsidising.

If you have any concerns about payment:

Any letters informing you of a school visit or activity will advise you to contact the school office, as soon as possible, if you have any issues regarding payment.



We can charge for ‘optional extras’

We can charge for any materials, books, instruments or equipment if you wish your child to own them.

This means that we may make a charge for:

- Materials used in technology if you have indicated that you would like your child to bring the finished product home (this will be communicated to parents/carers prior to the activity taking place)
- Cookery ingredients if your child will bring the result home
- Trips which are not part of the school curriculum and outside the school day e.g. some theatre trips, football matches, music concerts
- After school clubs

We can charge for music tuition if it is not required as part of the National Curriculum and is provided for an individual pupil or for groups of pupils.

We promise that:

The charge will not exceed the actual cost of providing the optional extra.

We will obtain your agreement before we provide the optional extra.

Charges for residential visits

We believe that every child has an entitlement to a residential visit during their time at St Andrew’s CE Primary School. This will be built into the National Curriculum and currently our Year 2 children have the chance to take part in an overnight visit and Year 5 children have the chance to take part in a 4 night visit.

We can’t charge for transport, but we will ask for voluntary contributions.

We will charge for board and lodging (unless parents are in receipt of one or more of the benefits listed to the right). The charge made will not exceed the actual cost.

We promise to help you to plan for these costs by:

- Giving as much notice as possible of visits/activities
- Having clear procedures to enable you to pay by instalments



Special financial arrangements

Parents who are in receipt of any of the benefits listed below will not be required to pay for:

- Board and lodging on residential visits
- Technology materials
- Music tuition
- Transport to out of school activities

Benefits required to qualify

- 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 (as assessed by the Inland Revenue) does not exceed £16,190
- Guaranteed State Pension

If you are not already claiming free school meals, you will be required to provide proof of your qualifying benefit before you are considered for charging remission.

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