

# St James Church of England Primary School



Name of Policy	Charging & Remissions
Signed ratification by Governors	<i>24.11.2020</i>
Review Date	October 2020
Next Review Date	October 2022

The staff and governors of St James' believe that all pupils should have an equal opportunity to benefit from school visits and activities (curricular and extra-curricular) independent of their financial circumstances. This policy describes how we will do our best to ensure that we provide a good range of

visits and activities and ensure that we minimize the financial barriers which may prevent some pupils taking full advantage of the opportunities.

This policy identifies activities for which

1. Charges will not be made
2. Charges will be made
3. Charges may be waived

#### THE LAW SAYS PARENTS MUST BE INFORMED:

- from the outset if the activity cannot be funded without voluntary contributions;
- if the visit may have to be cancelled if insufficient contributions are raised.
- that no child will be excluded from an activity because parents are unable to pay
- that if a parent is unable or unwilling to pay, their child will be given an equal chance to go on the visit

#### NO CHARGES WILL BE MADE FOR:

- Education provided during school hours (this includes the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of the National or Religious Education Curriculum
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Part/time or Supply teachers used to cover for those teachers who are absent from school accompanying pupils on a residential trip

#### ACTIVITIES FOR WHICH CHARGES MAY BE MADE

Activities outside school hours:

Charges may be made for non-residential activities which take place out of school hours but only if the majority of the time spent on that activity takes place outside of school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours)

Residential activities:

For residential trips (one or more nights away from home) deemed to take place during school time, no charges may be made for any part of the trip other than for board and lodging costs.

Families with difficulties in meeting the cost of a residential visit will be offered the opportunity to discuss their circumstances with the Head teacher at the earliest opportunity so that we can support them with funding.

We will encourage the family to make a nominal regular weekly payment which will go part way to meeting some costs and also support the family in searching out funding from local organizations. Any residual funds from the visit will be shared equally between participating families once all invoices are settled.

#### CHARGING FOR OPTIONAL EXTRAS

We can charge for 'optional extras' for educational visits that are not part of the National or Religious

Curriculum, or where the activity is outside of school hours. In such cases the charge may include an element for:

- Travel
- Board and Lodging
- Materials, books and other equipment
- Insurance costs

Costs must not exceed the costs of the elements above and must not include the cost of any teacher employed by the Local Authority

Charging parents for an optional extra may not include an element of subsidy in respect of other pupils whose parents do not meet the full charge

The agreement of parents to meet the costs of an optional extra should not be assumed, consent should be obtained prior to the school making financial commitments.

#### VOLUNTARY CONTRIBUTIONS FOR VISITS

School may ask parents for voluntary contributions towards the cost of any visit. However, we must make it clear that these costs are genuinely voluntary and the pupils of those parents who do not make such a contribution will not be discriminated against.

When there is a shortfall of funding from voluntary contributions, then alternative funding will be sought from the core budget or school fund. If this is not available then the visit must be cancelled.

We will not pressurize parents into making a voluntary contribution but we will continue to emphasize the importance and value of educational visits and encourage voluntary financial support, if appropriate.

#### COLLECTION OF MONEY FOR VISITS

We shall publish notification of school visits and their cost as far in advance as possible so that parents can plan ahead.

If for some reason a visit is planned at very short notice we will give parents the opportunity to pay in instalments beyond the date of the visit.

For residential visits, parents will be given the option to pay by instalments over a fixed period of time with a completion date identified from the onset.

Receipts are given for all payments made.

Payments are non-refundable once visit costs are determined, unless other children can take up the place. Staff should not receive inducements, excessive hospitality or other favours.

#### ADDITIONAL CONSIDERATIONS

Clubs run by teachers do not incur costs for tuition.

Clubs run by external professionals invoice the school and we then share that cost equally between the number of children attending and collect in payment. We make it clear to parents that the costs are for a whole term and if their child leaves the activity then payment must be made for the whole term and not the number of weeks attended.

Payments for Fit for Sport are made directly to them and the school is not involved.

Payments for music tuition are made directly to them and the school is not involved.

Deliberate loss or damage to school property is likely to result in the request for a contribution towards repair or replacement costs.