



St John the Baptist VA Primary School

Charging & Remissions Policy

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Date of Issue: May 2023
Issued By: Jane Scawthorn
Ratified by Governing Board: May 2023
Review Date: May 2024

CHARGING & REMISSIONS POLICY

Status – Statutory

Purpose

The purpose of the Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.55 – 12.05 1.00 – 3.20

The Policy has been informed by *A Guide to the Law for School Governors*.

Relationship to other School Policies

The Policy complements the School's Equal Opportunities Policy, Curriculum Policy and Teaching and Learning Policy.

Role and Responsibilities of Headteacher, other Staff and Governors

The Headteacher will ensure that the following applies:

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 and equipment. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. cost of transport for visits or swimming, cost of visit entry.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as a theatre group to arrange an activity during the school day.

Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period.

Charging

A charge may be made for finished articles that pupils make using materials purchased by the School if parents wish to receive the finished article.

If insufficient voluntary contributions are received towards the costs of visits, etc, the School has the right to cancel the trip and refund money to parents who have already paid.

The School will be entitled to charge for broken and replace school property as a result of pupils' bad behaviour.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example organisations that are not part of the school. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

Parents / carers will be expected to pay the full costs of any residential trip.

If any child is entitled to Free School Meals parents will need to approach the school to see if there is any funding available for that year using the Pupil Premium Grant. Those who are not entitled to FSM but on 'low income' may wish to talk to the school, we are

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unable to guarantee to subsidise the entire cost but we may be able through the YHA's charity status and their grants programme to reduce some of the boarding costs and local education charities.

Sources of extra funding will be directed at those in their last year of school who have not attended a residential during their time at our school.

Calculations charged

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through as described previously.

Parents who would qualify for support are those who are in receipt of Income Support, Family Credit, Disability Working Allowance or an income-based Jobseeker's Allowance.

The principles of best value will be applied when planning activities that incur costs to the school and/charges to parents.

Arrangements for monitoring and evaluation.

The Governing Body will monitor the impact of this Policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.