



Charging & Remissions Policy

Ratified by the Governing Board	28 th November 2019
Next Review	Autumn 2021

The Governing Body of St John's CE Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body 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.

INTRODUCTION

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

All schools are required to have a policy towards Charging and Remission for activities that take place in and out of school hours. We operate the following policy:

- a) It is proposed that where activities take place during school session time, parents will be invited to make voluntary contributions towards the total cost. Such activities would include school trips and visits and additional resources (eg: for curriculum days) A pupil will not be prevented from taking part in the activity because the parents cannot or will not contribute, but the activity may not take place unless sufficient voluntary contributions are received to cover the cost.
- b) Charges may be made for instrumental music tuition during school hours.
- c) Parents whose children borrow school instruments may be asked to make a voluntary contribution towards their upkeep and repair.
- d) For any activity that takes place outside school session time (e.g. karate club), charges will be levied as appropriate.
- e) Charges for DT and cooking materials may be levied where parents have indicated they wish to own the finished article.
- f) Voluntary contributions may be sought to cover activities are known as 'optional extras'. This list is not exhaustive:
 - visits to museums/ theatre;
 - activities which require transport expenses;
 - outdoor adventure activities;
 - school trips;
 - music or drama events.

CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

Residential visits - If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of travel and board and lodging. Parents are always given the option to pay in small,

regular instalments. Occasionally the governors are asked to provide financial help for families who can demonstrate financial hardship (eg: in receipt of FSM).

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 if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. Calderdale Music trust makes a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming - The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when and where these lessons are to take place.

Extra-Curricular Clubs - The school offers some after school clubs for which it pays a sports coach or support assistant to run. We may ask for a small donation for these sessions.

LETTINGS

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually at the Resources Governors' meeting and will form part of our separate Lettings policy.

The Governing Body of St John's School has agreed that Aftercare may have use of the school hall and library as part of its provision. It has also agreed that the Church has the use of the school facilities free of charge.

Other charges - The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying, texting and laundry facilities.

REMISSIONS

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Any offer of financial assistance is made at the Headteacher's discretion.

If the parent/guardian of a pupil is in receipt of free school meals, charges for residential trips could be remitted in full.

PTA

We raise funds through the provision of community events and school activities for children. The Association charges children to attend evening discos or other such entertainment. Children usually attend in sufficient numbers to ensure a profit is made for the Association funds, which are dedicated to providing additional resources for school. The PTA usually generates the majority of its profits from large social events such as: The School Ball, the Summer Fayre and the Advent Fayre.

Charging for Breakages, damage or loss

Subject to the school recognising that accidental damage can occur, the school will seek

to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. Damage to books, equipment or fabric of the building is unacceptable and offenders are expected to make good the cost of such damage. Parents will be charged for wilful damage by their children, to school property. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Agreed by the Governing Board on 28th Nov 2019.

Signed: _____ Chair of Governors