



St John the Divine Church of England Primary School

Charging and Remissions Policy

All the education we provide during normal school hours, here at St John the Divine Church of England Primary School, is at no charge to children or their families, this includes any materials, books, instruments, other equipment or any activity undertaken as part of our delivery of the National Curriculum. However, we may charge for some additional extra activities such as trips, clubs, individual small group music tuition, transport, board and lodging for residential visits and extended day services.

Aims and objectives

This policy will:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.
- No charge can be made for education and care during a child's 15 hour entitlement in the Nursery.
- The school organises swimming lessons for children in Years Three. These lessons take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents and carers when these lessons are to take place.

Chargeable activities

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services, but charges will not exceed actual cost in the circumstances outlined below:

- Educational or other activities provided wholly or mainly outside school hours, such as breakfast club and after school provision, which are not:
 - Part of the National Curriculum.
 - Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
 - Part of religious education.
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Breakfast club

Breakfast club is available from 7:45am Monday to Friday. There is a daily charge of £2.25 per child, per day or £10.00 for a week's booking. Payment can be made in advance or when a child is dropped-off.

After School Clubs

Most clubs run by school staff members are free of charge. Clubs run by outside providers are privately run and therefore require a subscription charge for children to take part. Normally, the school will not subsidise the cost of participation by a pupil in after school clubs. However, in exceptional circumstances the school may offer to support a child in need.

Breakages & damages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion. The Head Teacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Ad Hoc charges

Periodically, requests for incidental payments may be made. These include contributions for class parties or requests for paper copies of documents generated by the school incur a cost of 5p per sheet.

School meals

All children are given a school meal, free of charge.

Lost cards

Staff who have ID cards/ entry system cards are responsible for looking after them. Any lost, damaged or stolen cards are subject to a £10 per card fine, which must be paid before replacements can be given.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

We encourage all parents and carers to make a contribution for an activity. The school may also pay towards costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- Visits to museums;
- Fieldtrips and research visits;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School trips, including residential journeys;
- Musical events.
- Themed week activities

Residential visit

We do not make any charge for the education or travel expenses. However, we do require a contribution to cover the costs of board and lodging, although parents and carers who receive benefits may receive a negotiated subsidy for this charge. If we cannot raise sufficient funding through these contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Remissions policy

There will be no charge for board and lodgings for pupils who are in receipt of the Pupil Premium grant. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

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