



St. Aidan's Church of England Primary Academy

Charging and Remissions Policy

Fulfilling potential, growing in God.

The Governors of St Aidan's Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. In line with extended schools regulations this policy describes how the school will best ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the end of the document.

The policy identifies activities for which:

- Charges will not be made
- Charges will be made

2. Voluntary contributions

The School may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature. Pupils of parents who do not make such contributions will be treated no differently from those who have.

a) School Fund

At times of the year the school and/or pupils will arrange events and sell items to raise money for initiatives. Events such as raffles, cake sales, card sales and art sales. This is entirely voluntary.

b) Charities

At times of the year we encourage pupils to contribute to a range of charities. This is entirely voluntary.

The Law states:

If the activity cannot be funded without voluntary contributions parents will be notified of this from the outset.

No child will be excluded from an activity because parents are unable to pay.

If insufficient contributions are raised, the trip or activity may have to be cancelled.

3. Activities when voluntary contributions are requested may be

- a) When organising school trips, visits or activity which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of entrance and transport and the employment of staff to deliver activities. The contribution will not exceed the actual cost.

4. No charges will be made for
 - a) Education provided during school hours. The school does not charge for any part of the National Curriculum
5. Activities for which charges may be made
 - a) Activities outside school hours.
Charges will be made for non-residential activities which take place outside school hours i.e. before and after school activities.
 - b) Residential activities
For residential trips deemed to take place during school time no charges may be made for any part of the trip other than for the board and lodging of that trip.
 - c) Damage/Loss of Property
A charge may be made in respect of willful damage, loss of school property (i.e. reading books). The charge will not exceed the actual cost of repair/replacement

It is the policy of the School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision.

Activity or items which will or may be charged for	Notes
<p>Charges may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them;</p> <p>Parents may also be asked to provide ingredients for their child to support a lesson where the child takes the end product home</p> <p>Parents may be charged for extra revision books</p> <p>Parents may be charged for additional snacks</p>	<p>E.g. A clay model – a charge to cover the cost of the clay. School photographs, DT resources</p> <p>E.g. Food for sandwich making</p> <p>Year 6 SATS revisions</p> <p>Foundation stages snacks</p>
<p>A contribution to the cost will be made for music tuition</p>	<p>The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra for an individual pupil or groups of pupils.</p>

A contribution will be made for all after school activities, other than sports and music which incur staff costs and/or resources used.	The cost, or a proportion of the costs, for staff employed to provide such activities. Consumables used e.g. healthy eating, pottery and art.
Charges will be made for the board and lodging component of a residential trip	The charge will not exceed the actual cost

Remissions Policy

Pupils whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging cost during residential school trips. The relevant support payments are:-

- o Income Support
- o Income based Job Seekers Allowance
- o Income related Employment and Support Allowance
- o Support under Part VI of the Immigration and Asylum Act 1999.
- o The guaranteed element of the State Pension Credit
- o Child Tax Credit (provided you are not also entitled to working Tax Credit and have and household annual gross income of no more than £16,190)
- o Working Tax Credit run-on – paid 4 weeks after you stop qualifying for Working Tax Credit
- o Universal Tax Credit

Infant Aged Pupils From September 2014, an infant age pupil (those in Reception, Year 1 or Year 2) can receive free school meals even if the parents/carers do not meet the entitlement criteria listed above.

6. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end the school will try to adhere to the following guidelines:

- Where possible, publish a list of visits at the beginning of the term so that parents can plan ahead
- There is an opportunity for parents to pay in instalments
- Transport for educational visits and trips are free of charge for all pupils
- That children who are in receipt of Pupil Premium funding will be entitled to attend all after school activities free of charge
- That pupils who are in receipt of Pupil Premium funding will be entitled to attend all educational visits, that are in school hours, free of charge
- That pupils who are in receipt of Pupil Premium funding will be entitled to attend all residential trips at a reduced rate
- It is acknowledged that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and this method will only be used if there is a restriction on places available.

Mrs D Greenwood
Headteacher

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