



Headteacher: R Soper BA (Hons) PGCE
Chair of Governors: J Walker

Deputy Headteacher: J Morrish BA (Hons) PGCE
Assistant Headteacher H Chapman BEd (Hons) MA NASENCo Award



Charging & Remissions Policy

Action	Date	Signature
Date Policy Written:	July 2024	<i>HKChapman</i>
Policy ratified:	11 th October 2024	<i>JWalker</i>
Review Date:	July 2026	-

Through our love of God and of each other, our children will thrive personally and academically in a happy, safe place of faith and high expectation for all





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POLICY INTRODUCTION

St John's CofE Primary School believes that all pupils should have an equal opportunity to benefit from a wide range of school activities and trips. We recognise the valuable contribution that additional activities can make towards pupils' education. We encourage pupils to gain skills, knowledge, and experience to maximise their full potential in our ever-changing and diverse world.

We recognise that many activities and trips are dependent on financial contributions from parents. Without that financial support our school would find it impossible to maintain the quality and wide range of educational experiences provided for our pupils. We understand the financial barriers which may prevent some pupils taking full advantage of the opportunities provided. Our aim is to do our best to minimise those barriers while still complying with: The Education Act 1996, the Academy Trust's Master Funding Agreement, and The Department for Education (DfE) advice on charging for school activities.

This Policy explains the processes we have in place for charging and remissions. It clarifies the types of activity that we can charge for and when charges will, or will not, be made.

All payments must be made via Parent Pay as we are a cashless school.

DEFINITIONS

Charge:

A fee payable for specifically defined activities

Remission:

The cancellation of a charge which would normally be payable.

Concession:

This is an option or discount given to parents of a pupil when they cannot afford to pay charges due to their financial circumstances or economic background.

1. ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS

(This does not include the break in the middle of the school day)

Our school does not charge for education provided during school hours or any materials, books, instruments or other equipment or services used during that education.

2. ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS

Our school does not charge for education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at our school, or part of religious education.





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We do not charge for instrumental or vocal tuition for pupils learning individually or in groups within the school unless the tuition is provided at the request of the pupil's parent.

School choir events, sports competitions and similar activities may be run by third party organisations. Parents and Carers will be informed if there is likely to be a charge (e.g. an entrance fee).

3. OPTIONAL EXTRAS

Our school may charge for optional extras such as:

- education provided outside of school time that is not part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at our school, or part of religious education.
- An examination entry fee if the registered pupil has not been prepared for the examination(s) at our school.
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).
- extended day services offered to pupils (e.g. breakfast club, after-school clubs, tea, and supervised homework sessions). We do not currently charge for these services, but we reserve the right to charge if deemed necessary.
- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them and if they are not items freely provided by our school.
- music and vocal tuition if the tuition is provided at the request of the pupil's parent. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. We do not charge if the tuition is either an essential part of the national curriculum or is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme. No charge will be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).
- the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product if they are not freely provided by our school.
- certain early years provision as detailed in The Education (Charges for Early Years Provision) Regulations 2012.
- community facilities.





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The charge for a school trip will be calculated by dividing the cost equally by the number of pupils participating. The calculation of charges does not include any subsidies for pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

A charge will not exceed the actual cost. We cannot and do not make a profit from charging for optional extras.

We consider very carefully whether the costs of an activity, trip or visit that is part of the national curriculum should be covered from within the budget or by fundraising, and whether the activity must be cancelled due to lack of funds. This will be at the discretion of the Headteacher and will depend on the activity in question.

4. ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS EITHER ON OR OFF SITE

Where most of a non-residential activity takes place during school hours we may charge for materials, books, instruments, or equipment that the parent wishes their child to keep or own. Travelling time is included in time spent on the activity if the travel itself occurs during school hours. The cost will be made clear to parents prior to the activity taking place.

In cases where most of a non-residential activity takes place outside of school hours the charge will not include the cost of supply teachers for those pupils who do not wish to participate.

5. RESIDENTIAL ACTIVITIES

We do not charge for:

- education provided on any visit that takes place during school hours.
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- supply teachers to cover for those teachers who are absent from school because they are accompanying pupils on a residential visit.
- travel costs where the residential activity is classed as being within school hours, subject to limited exceptions.
- residential activities that take place during school hours if it is part of the National Curriculum

Our school will charge for board and lodging. When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost. This will be considered by the Headteacher on a case-by-case basis.

Charges may be made for residential activities and any travel associated with those activities that take place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions and the Headteacher may allow concessions for specific pupils. No other pupils will be charged extra to cover remissions or concessions.





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6. PUBLIC EXAMINATIONS

There is no charge for entry for a prescribed public examination (e.g. SATS) if the pupil has been prepared for it at our school nor is there a charge for an examination re-sit if the pupil is being prepared for the re-sit at our school. A fee may be charged if a child does not turn up for an exam or re-sit "without good reason."

7. ADMISSIONS

No charges or contributions will be requested as part of the admissions process.

8. VOLUNTARY CONTRIBUTIONS

Our school may ask for voluntary contributions but there is no obligation or pressure on parents to make a voluntary contribution.

No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or we cannot fund it from some other source, the trip will be cancelled and the Headteacher will notify parents.

9. INABILITY OR UNWILLINGNESS TO PAY

Participation in any optional extra activity will be based on parental choice and a willingness to meet the charges. Parental agreement is required for the provision of an optional extra if charges apply.

If parents or carers are in receipt of certain benefits charges may be reduced. Parents are encouraged to speak to the Headteacher if they are in financial difficulties and require support when being asked for contributions toward the costs of school activities, trips, and visits. The identity of a child or parent of a child who did not want to make the payment, or could not make the payment, will not be disclosed by us under any circumstances. Children of parents who do not contribute will not be treated any differently and will not be discriminated against.

10. SPLIT COSTS

We recognise that financial arrangements between parents and carers are a private matter, and we wish to avoid unnecessary intrusion by our school into these private matters. We advise parents to jointly make a written request to the Headteacher proposing how they would like any charges to be split between them.

11. REFUNDS

Requests for refunds for trips and optional extras will be considered on a case-by-case basis and may be rejected if the school is unable to recoup the costs incurred.





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In all cases of withdrawal leading to requests for refunds, either voluntarily or otherwise, applications should be made in writing to the Headteacher. If approved, refunds will be processed via the original method of payment.

The Governing Body and Headteacher reserve the right not to refund costs where a pupil is withdrawn from an activity by the school or parent because of a pupil's breach of the school's behaviour policy.

12. DAMAGE TO PROPERTY AND BREAKAGES

The Governing Body and Headteacher reserve the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged, or lost property where this is a result of a pupil's inappropriate behaviour. The decision will be made on a case-by-case basis by the Headteacher.

13. SCHOOL MEALS

The Education Act 1996 requires schools to provide free school meals to disadvantaged pupils who are aged between 5 and 16 years old. A pupil is only eligible to receive a free school meal when a claim for the meal has been made on their behalf and when their eligibility, or protected status, has been verified by our school or by the local authority.

To receive free school meals, the claim must be made by the pupil, their parent, or another responsible adult, before the pupil becomes entitled. We do not charge for school meals if the pupil is eligible for free school meals.

Information, including the cost of a school meal, can be obtained from the school office for pupils who are not entitled to free school meals.

Our pupils may, from time to time, run a Fruit Bar before school and at break time, where pupils can purchase fruit to eat.

14. REPORTS AND LETTERS

No charge is made for a child's annual progress report.

No charge is made for sending a child's files to their new school.

We may charge for copies of reports or letters and for completing official forms such as applications to a private or non-UK school or a passport application. The amount to be charged will be decided by the Headteacher.

15. UNIFORM & EQUIPMENT

School uniform is available through our website (<https://stjohns.demat.org.uk/uniform>) and prices are set by the manufacturer not our school.





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16. EXTENDED SERVICES

Extended services are services and activities offered by external organisations on the school premises to pupils, their families, and the community, usually outside of normal school hours.

Information relating to charges and remissions for individual extended services and activities will be provided by the external organisation or our school as and when it is available.

ROLES AND RESPONSIBILITIES

The Governing Body of our school has overall responsibility for approving this Charging and Remissions Policy as well as monitoring the implementation of this Policy.

The Headteacher is responsible for implementing this Policy and ensuring staff are familiar with the contents in order that they can follow the stated charging and remission processes. Staff will receive appropriate training in relation to this Policy and its implementation. The Headteacher is responsible for deciding whether to subsidise part or all of the payment of some charges for specific activities and pupils.

Parents and Carers should notify staff or the Headteacher of any concerns or queries regarding this Policy, particularly if they are unsure whether something within this Policy applies to them and/or their child.

