CHARGING AND REMISSIONS POLICY
ST. LUKE & ST. PHILIP'S PRIMARY, A CHURCH OF ENGLAND ACADEMY



VISION STATEMENT

'The family of St Luke and St Philip's will ensure excellence is encouraged, minds are opened, diversity is embraced, respect is expected and talents are nurtured under the umbrella of God's love.'

ETHOS

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Our Christian values of trust, truth, love, peace and thankfulness are built into the ethos and teaching of our school with the support of all Governors and staff for its Christian foundation. We also seek to encourage an understanding and respect for other world faiths.

CHRISTIAN SCHOOL VALUES



PURPOSE

This policy reflects the values, ethos and Mission Statement of St. Luke and St Philip's C.E. Primary Academy in relation to the curriculum. It is consistent with the school's agreed aims and objectives and sets out a framework within which teaching and support staff can operate.

AUDIENCE

This document is intended to give a clear outline of the school's approach to charging and remissions, to all staff, governors, Cidari and parents. It is also intended for the use of any authorised inspector. Copies of this document are provided for all teaching staff and are available when necessary to support staff, members of the School's Governing Committee and Cidari members. A copy of this document is available for the use of parents.

Document Purpose

The Governors of St Luke and St Philip'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.

Any charges made by the school must meet the requirements of the Education Act 1996.

The Governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

The policy identifies activities for which:

· Charges will not be made
· Charges will be made

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount meal decided by the Governing Committee. For 2026 – 27 the cost per day is £2.50 (are subject to change).

Voluntary Contributions

i. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a

trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

ii. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

iii. The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. The contribution will not exceed the actual cost. These activities are known as 'optional extras'. This list is not exhaustive:

visits to museums;
sporting activities which require transport expenses;
outdoor adventure activities;
visits to the theatre;
school trips;
musical events;
activities outside school hours;

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 board, lodging and travel expenses. The charge will not exceed the cost of provision. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There will be a charge for individual or group music tuition, from specialist music teachers, if this is not part of the National Curriculum. We would seek parental permission, in writing, before such lessons take place.

Swimming

The school organises swimming lessons for all Year 2 to Year 6 pupils. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

Damage / Loss of property

In cases of wilful or malicious damage to equipment or breakages or loss of school books or equipment on loan to pupils, the Headteacher in consultation with the Chair of the Governing Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentiality. The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing committee and Headteacher.

Inability or unwillingness to pay

St Luke and St Philip's Church of England Primary Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents/carers of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

ParentPay

St Luke and St Philip's Church of England Primary Academy is trying to be a cashless school and payments for school dinners, milk and trips are preferred to be paid via the online payment system called Arborpay.

However, payments can also be made with cash at the school office.

Policy Reviewed: November 2026

Reviewed by : Mrs M Rain

Next Review Date: November 2027