



## **St Luke and St Philip's Primary School: A Church of England Academy Charging & Remissions Policy**

### **MISSION 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*

### **School Ethos**

Our school provides grounding in the Christian Faith for all its children with emphasis on collective worship as part of its daily life. Christian values 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.

We value and will continue to strengthen links between school, home and parish. Through these aims the school hopes to encourage all children to develop their maximum potential.

### **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 Reform 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

### **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.

In addition the following will be made clear to parents/carers:-

- The contribution is genuinely voluntary and a parent is under no obligation to pay
- Pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

#### **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.

#### **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.

#### **No charges will be made for**

- a) Education provided during school hours. The school does not charge for any part of the National Curriculum

#### **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. The charge will not exceed the cost of provision,



**c) Damage/Loss of Property**

In cases of willful 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 body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion

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 outside school hours**

The full cost to each pupil of any activities deemed to be optional extras. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

**Optional extras include:**

- Education provided outside school hours that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school or part of religious education.
- Transport which is not required to take the pupil to school or other premises where the local authority/governing body have arranged for the pupil to be provided with education.
- Board and lodgings for a pupil on a residential trip

The cost of any optional extras undertaken by any pupil whose parents/carers are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

**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:-

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

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## 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.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Policy Reviewed: November 2018

Agreed by Governors:

Next Review Date: November 2020

