



**St Silas**

# Charging and Remissions Policy

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# ST SILAS PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

**Loving God and each other**  
**We work together to be the best we can be**

The education we provide wholly, or mainly, during school hours will be free, but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions.

## **OBJECTIVES**

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by a request for voluntary contributions.

## **STRATEGIES**

1. No charge will be made for admitting pupils to school.
2. Transport or admission costs for swimming lessons, during school hours, will be met by the school.
3. The school may request contributions towards the cost of some activities planned during school hours.
4. Where parents are asked to make a contribution towards the cost of an activity, which takes place during school hours, or towards school equipment, or school funds, the contribution will be entirely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
5. When there are insufficient contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
6. On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.
7. Where music tuition or singing tuition is not an essential part of the national curriculum, charges may be made.
8. The school provides a Breakfast Club which opens at 8am each morning for which the charge is agreed by the governing body.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **9. Damage to property and breakages**

Where school property has been wilfully damaged by a student, or parent, the school may charge those responsible for some, or all, of the cost of repair, or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some, or all, of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and will be dependent on the situation.

## **10. 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 may also be entitled to free school meals, however they will have to apply for this. Each situation, for parents who are eligible for the remission of charges, will be dealt with confidentially.

The Headteacher and Chair of Governors 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 body and headteacher.

## **11. Voluntary contributions**

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. This will include:

- Educational Visits within school hours
- Ingredients and/or materials for items to be made at school in lessons and subsequently taken home
- Visiting speakers / performers / workshop leaders who have been engaged by the school to lead specialist activities

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **12. Inability or unwillingness to pay**

St Silas C of E Primary School 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 of the child, who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **OUTCOMES**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.