



*'Let Your Light Shine'*

*(Matthew 5.v16)*

# **Charging and Remissions Policy**

**Approval Date: Spring Term 2025**

**Review Date: Spring Term 2028**

# OUR MISSION STATEMENT

## *'Let Your Light Shine'*

*(Matthew 5.v16)*

At St. Stephen's Church of England Primary School we are proud to be a Church School with a distinct Christian character and ethos. We promote a love of learning within a safe and secure environment, in which every child matters as a precious gift from God. We believe every child is unique, different and special.

Christian values and spirituality are at the heart of all aspects of school life. Our school's Christian ethos reflects mutual care and concern- where faith, love, hope and truth flourish. Our school is a place where children are able to establish and deepen their understanding of God through prayer and reflection in daily acts of Collective Worship and Religious Education.

We provide a creative and challenging curriculum in order to inspire and motivate our pupils. We want all our children to feel secure and happy, enabling them to reach their fullest potential. We believe that happy children learn well and we thrive on celebrating the achievements of all our pupils across all areas of learning.

We aim to create an environment where children develop the confidence to think for themselves; where pupil voice is at the heart of all decision making and where all children feel valued and respected.

Our school ethos is built on mutual tolerance and respect for all human beings, regardless of beliefs culture or race. Charity and caring for those in need is fundamental to our work in school. We are all children of God so we aim to treat others as we would like to be treated ourselves.

We work in partnership with governors, families; the wider community and our local Parish Church to ensure everyone has a voice in achieving the best possible education for our children.

Ultimately we are committed to excellence for all and through a process of continual reflection and evaluation we ensure that standards are continually raised and improved.

# *'Let Your Light Shine'*

*(Matthew 5.v16)*

*Our school motto encompasses all that we are about as a school.*

*'Let your light shine'*

*The motto incorporates three fundamental elements:*

*The light of the Gospel message of Jesus*

*The light of individual talents*

*The light of learning*

## **St. Stephen's C. E. Primary School**

### **Charging and Remissions Policy**

#### **CHARGING FOR SCHOOL ACTIVITIES**

##### **Introduction**

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. We do not charge for any routine activity undertaken as part of the National Curriculum plus religious education with the exception of individual or group music tuition. The school day is defined as: 08:45 to 12:00/12:30 and 13:00/13:30 to 15:15. The midday break does not form part of the school day.

This policy has been informed by LA policy, DfE guidance and 'A guide to the Law for School Governors.'

The Education Reform Act 1998 establishes that education for registered pupils should be free of charge if it:

- a) takes place in school hours;
- b) is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- a) A charge can be made for tuition provided individually or to a group of no more than four pupils in a musical instrument (but not vocal tuition), even if within school hours (except where it is part of the syllabus of a prescribed public examination or part of the National Curriculum, when it must be provided free.
- b) The school may charge for materials used in school where the parent indicates in advance that s/he or the pupil wishes to own the finished article which incorporated those materials.
- c) A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question.
- d) A charge may be made for education provided out of school hours as an optional extra. There should be prior arrangement by the parent to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity.
- e) The charge for a pupil may not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

### **Voluntary Contributions**

Voluntary contributions can be requested for any of the school's activities. There is no obligation to make a contribution, and no pupil will be treated differently if no contribution is forthcoming. Parents will, however, be reminded that the failure to raise sufficient contributions to cover the cost of the activity may cause the activity to be cancelled. Voluntary contributions invited from parents will not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge, nor will they include any element other than those directly related to substantive costs incurred in providing the activity.

### **Optional Extras**

Education outside school hours which does not fall into any of the "no charge" categories may be charged for. Parents must agree to their child participating and be willing to meet any charge. Any charge made cannot exceed the cost of provision for each pupil. It can include the cost of transport, board and lodging, materials and equipment, and non-teaching staff costs, together with the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity. Teachers attached to the school have a contract of employment and no charge can be made to cover their costs, nor costs relating to supply cover incurred as a result of providing the activity.

We may charge for optional, extra activities provided outside of the school day, for example: *Breakfast Club*. Such activities are not part of the Foundation Stage Curriculum, National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

From time to time we may invite non-school based organisations such as Theatre companies to arrange an activity during the school day. The school may pass on a proportion or all of the costs of such events to parents.

### **Residential Visits**

Residential visits are those requiring pupils to spend one or more nights away from home. The cost of board and lodging on a residential visit can be charged to parents of participating pupils, but must not exceed the actual cost to the pupil. The Governing Body may provide these free if they so wish. A charge may be made if the visit takes place outside the normal school hours (for example, at weekends or in recognised school holidays).

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. Where a peripatetic music teacher teaches an individual or small group, there is a charge for these lessons. Parents in receipt of state benefits (see above) are exempt from payment. We provide parents with information about additional music tuition at the start of each academic year.

### **Swimming**

The Local Authority organises swimming lessons for all children in school. These take place in school time and are part of the National Curriculum. We make no charge for this tuition.

### **Sports Clubs**

The school sometimes offers additional sporting activities after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. We make a small charge for these sessions.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the total number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come through voluntary contributions and fund-raising. Parents who would qualify for support are those who are in receipt of eligible benefits. (Details of qualifying benefits are available from the school office)

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Remissions**

The Governing Body may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher on behalf of the Governors. All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

### **Monitoring and review**

This policy is monitored by the governing body, and will be reviewed in three years, or earlier if necessary.