



# St Barnabas and St Philip's CE Primary School



## Charging and Remissions Policy

<b>Ratified by</b>	Finance, Premises and Personnel Committee
<b>Date</b>	April 2023
<b>Date for Review</b>	April 2024

## **Charging Policy**

### **1. Introduction**

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **2. Voluntary Contributions**

2.1 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.

2.2 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.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. 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.

### **3. Residential visits**

3.1 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. If parents are experiencing financial difficulty they are invited to write in confidence to the Chair of Governors.

#### **4. Music Tuition**

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons, which are charged by the peripatetic music teachers. If parents are experiencing financial difficulty, they are invited to write in confidence to the headteacher. We give parents information about additional music tuition at the start of each academic year.

#### **5. Swimming**

5.1 The school organises swimming lessons classes in Key Stage 2. These take place in school time and are learning linked with the National Curriculum. The school does not make a charge for this activity. The school inform parents when these lessons are taking place, and asks parents for their written permission for their child to take part in swimming lessons.

#### **6. Breakfast / Lunch Time / After School Clubs**

6.1 The school offers additional activities before and after school. We reserve the right to charge for these sessions.

#### **7. Losses and Breakages**

7.1 School property lost or damaged by children or adults must be replaced. In cases of wilful damage, breakage or loss of equipment on loan to children, a charge to cover some or all of the replacement cost will be made. Other charges will be dealt with on their own merit and at the discretion of the school.

#### **8. Governor Maintenance Fund Money**

8.1 Our voluntary aided status means that we pay a contribution to the London Diocesan Board for Schools as they are responsible for the maintenance of the school. We ask parents for a contribution to the fund each year to improve the school. The Governors set the charge at the beginning of each school year and it should be paid yearly, wherever possible. Currently the set amount is £45. This “term money” goes towards continued improvements to the learning environment for our children. This can be paid by standing order and Gift Aid applied.

#### **9. Income from Donations and Fundraising**

9.1 Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used will be explained clearly to parents and visitors.

## **10. Requests for Official Letters**

10.1 Due to the increasing number of requests for letters of proof of attendance, address etc. the school charges a standard fee of £5 per letter to cover costs. (Office, Headteacher, printing, photocopying, time)

10.2 For references for private secondary schools the school charges a standard fee of £25 per child (with a limit of 6 references) to cover costs. (Office, Headteacher, printing, photocopying, time)

## **11. Reimbursement**

11.1 Should any activity or trip be cancelled for any reason, all monies will be reimbursed, in full, to those parents who have paid. In the case of after-school clubs, parents pay per term rather than per session. The school will endeavour to provide alternatives when a club has to be cancelled, for example due to staff absence, but this may not always be possible.

### **The Headteacher and Governing Body will ensure that:**

- Careful consideration is given to making up any shortfall in voluntary contributions from parents from the school's delegated budget.
- If a charge is made for each child, it will not exceed the actual cost.
- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities.