

# **St Francis of Assisi Church of England Primary School**

## **Charging and Remissions Policy**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Any charges made by the school must meet the requirements Section 457 of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have their access to the curriculum limited by charges.

## **Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements. No compulsory charge can be made for education during school hours, but voluntary contributions may be sought (see below).

### **Voluntary Contributions**

The Governing Body may ask parents/carers for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents/carers are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given. Parents/carers have a right to know how each trip is funded, and the school provides this information on request.

### **Residential Visits**

If the school organises a residential visit in school time, or mainly in school time, we aim to make the payments as flexible as possible in order to promote access of the activity to as many pupils as possible. Wherever possible payment plans are offered to allow parents to pay more substantial amounts over a longer period of time. In line with government guidance parents who are entitled to free school meals for their children are not required to pay for the board and lodgings element of any residential visit. Again, the contributions requested for the activities and transport included in residential visits are voluntary however it is made clear to parents/carers that without these the residential visit would be unable to go ahead.

### **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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents in receipt of state benefits are exempt from payment. We give parents/carers information about additional music tuition at the start of each academic year.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore 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.

### **Extended School Activities**

The school offers a range of additional activities after school. These may be run by adults who are not a member of the school staff and we may make a charge for these sessions.

**Breakages**

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

**General**

The Governing Body may, from time to time amend the categories for which a charge may be made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

**Remissions**

Where the parents/carers of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Body will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). In other circumstances, the Governing Body will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher has been delegated the authority from the Governing Body to make authorisation of remission at her discretion.