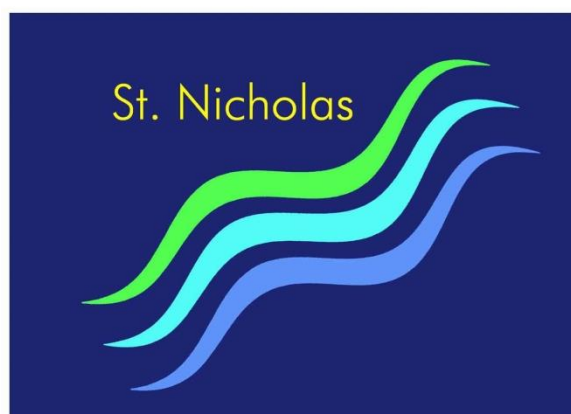


# Charges and Remissions Policy

## St Nicholas CE Primary School



**Approved by:**

St Nicholas CE Primary School  
Finance, Premises and Personnel  
Committee

**Date:** 25<sup>th</sup> April 2018

**Last reviewed on:**

25<sup>th</sup> April 2018

**Next review due by:**

April 2019

**Any charges made will be line with the DFE guidelines 'Charging For School Activities October 2014.'**  
- <https://www.gov.uk/government/publications/charging-for-school-activities>

## **1. Aims**

We aim to provide a broad and balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support the School would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

## **2. Day and part day educational visits.**

Visits away from school are not an essential part of the primary curriculum. Parents will be expected to meet the costs of any trips by voluntary contribution or through mandatory contribution if the activity meets the criteria for being a 'charged for activity'(see below). Should sufficient funds to cover the whole costs not be collected the trip will be cancelled.

The amount of money requested will always be the exact amount that it costs the school divided by the number of children expected to attend.

## **3. Definition of 'Charged For Trip/activity'**

Should 50% or more of the visit fall outside of teaching time (teaching time does not include lunchtime) then the visit will be a 'charged for trip' and only pupils who have paid for the trip will be included on it. the DFE guidance states;

*'If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.'*

## **4. Swimming**

The national curriculum 2014 states that the school must provide swimming instruction in either Key stage 1 or 2. We ask for contributions for the cost of the travel to the swimming pool so that the children do not have to walk. If parents choose not to make a voluntary contribution to the travel costs the child will not be entitled to go swimming once they have reached the national curriculum goals that we have to ensure the children meet. These children will then remain in school.

## **5. Residential visits outside school time**

Parents will be asked to pay for the full cost of the visit to the residential establishment. Charges may be waived or reduced for children whose parents make an application to the Head teacher. In the case of small class numbers, the school may subsidise the cost of the transport to and from the visit. This will be at the Head teacher's discretion and in line with the government's policy and guidance in this area. (Please see <https://www.gov.uk/government/publications/charging-for-school-activities> )

## **6. Peripatetic Instrumental Music Tuition**

Teachers from the Local Authority Peripatetic Music Service provide extracurricular lessons during the school day. As these lessons are voluntary they are funded entirely by the requesting parents in advance each term.

## **7. Wider Opportunities Music Tuition**

The School will cover the cost of this tuition subject to adequate budget funding. Parents will be required to sign an agreement regarding the free loan of instruments and that any repairs to instruments will be paid for by parents.

## **8. Classroom materials**

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used. Parents may be asked to pay any replacement costs for books that are lost or damaged when in their child's care; this may be extended to include stationery and miscellaneous items such as the annual Home School books and blue book bags. This will be at the discretion of the Head teacher.

## **9. Extra Curricular Activities**

Parents will be asked to contribute to the cost of extracurricular clubs, sports coaches, materials etc. Class teachers will not charge for their time.

## **10. Refunds**

In the event of a child being unable to attend an educational visit (due to illness or other unforeseen circumstances) for which they have paid the requested contribution, refunds will not normally be given as it is likely that the child's attendance and travel costs will have been paid in advance by the school and will not be recoverable.

## **11. School Fund Voluntary Statement**

All school trips should be non-profit making, shortfalls will result in the trip being cancelled. Parents will be offered payment plans and signposted to appropriate charities in times of financial hardship. Any excess funds provided by parents who may choose to overpay the requested voluntary contribution will go into the unofficial school fund.

## **12. Monitoring and Review**

This policy will be reviewed annually by the Finance, Premises & Personnel Committee and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA and Government Policy on Charging and Remissions.

Date when policy was last reviewed: April 2018

Date when next review is due: April 2019

Signed Chair of Finance, Premises and Personnel Committee: