

# St Mary's C of E Primary School



## Charging and Remissions Policy

Committee responsible	Finance & Resources Committee
Approval required by	F and R
Statutory or Recommended	Statutory
Frequency of review	1 year
Date approved	November 2023
<b>Date of next review</b>	November 2024
Display on website	Yes
Link with other policies	N/A
Signed by the Chair Of Governors:	Jack Foster
Signed by the Headteacher:	Emmeline Lawlor

St Mary's Primary School, Church Lane, Chessington, KT9 2DH

<https://www.stmaryschessington.co.uk>

## **Aims**

The Education Reform Act 1988 states clearly that all education in school time must be free. At St Mary's C of E Primary School we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim 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.

## **Charges**

The school and its Governing Body reserve the right to make a charge in the following circumstances for activities organised by the school:

### **School Journeys in School Hours**

The board and lodging element of approved residential activities deemed to take place in school hours.

### **Activities outside School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

#### **Individual Instrumental Tuition**

The school may charge for musical instrument tuition; such charges will not exceed the full cost of the tuition as charged to the school by the Instrumental Service.

## **General**

The categories of activity for which a charge may be made could be amended from time to time with the agreement of the Governing Body. Nothing in this policy statement precludes the school from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time.

The school may continue to organise activities requiring contributions from parents, e.g. educational visits or visits to the school by theatre/music groups. Parents will be told the cost of such activities and will be asked if they will agree to make a voluntary contribution to cover the expenses.

If sufficient funds are not raised in this way then the activity will be cancelled and all contributions returned. No child will be excluded from any activity in school time because their parents have not agreed to contribute towards the costs.

The school and Governors feel that the children benefit from well planned and relevant visits but they recognise that the cost cannot be met from the school budget or school fund. They hope that parents will fully support the school when they ask for voluntary contributions towards trips, visits or the more expensive craft materials their children might use.

## **Remissions**

Where the parents of a pupil are in receipt of income support or family credit which enables them to apply and receive free school meal entitlement, the school will support parents with a claim to remit the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The school may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship or for the parents of pupils who qualify for free school meals or the pupil premium grant.

When arranging a chargeable activity, parents will be invited in confidence to discuss the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair (or Vice Chair) of Governors.

## **Equal Opportunities**

Our aim is that every child is given the opportunity, and support in taking advantage of the opportunity, to learn and develop their potential in every area of school life regardless of sex, race, ability, social class, religion or appearance.

All children will have unique contributions to make which may be derived or expressive of their background. These contributions should be used to enhance the experiences of the whole group and never to restrict access or opportunity within any school or extra-curricular experience.

## **Monitoring, evaluation and review**

The school will review this policy annually and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the school.