



St Paul's C of E (c) Primary School

Compassion: Endurance: Friendship:

Charges and Remissions Policy

This Charging and Remissions policy lays down the criteria concerning when the school may charge for certain activities and materials.

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits 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 St Paul's and as optional activities.

Charges

The Governing Body reserves 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 the following residential activities are currently deemed to take place within school hours. The school offers:

- annual journey to Stanley Head for Year 6 children.

To make this more manageable, parents are able to pay in a series of weekly installments over a period of several months.

Damage to items

A donation may be requested by the Head teacher to support the cost of replacing damaged items such as reading books. This will be at the Head Teachers discretion.

Activities Outside School Hours

The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours:

- Any Breakfast & Care Club facilities (Before and after school)
- Any sporting clubs which attract a charge which are run by outside agencies
- School disco

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the governing body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Extra Activities

It has been agreed by the Governing Body that the school may ask for voluntary contributions for extra activities of the following types:

- Touring theatre companies, puppet theatres, authors or musicians who perform in school
- Class educational visits
- Sports and arts activities

The 1988 Education Reform Act only permits voluntary contributions for educational visits. There is no requirement to organize trips and the school budget cannot allow scope for such trips to be funded regularly by the school. From time to time, the PTA agrees to fund or subsidize an educational visit. Otherwise, it is to be made clear to parents that unless the cost of the event is fully met by these voluntary contributions, the event will have to be cancelled as there is no alternative source of funding.

Cookery and DT

A charge may be made for class cookery ingredients and D&T materials, e.g. for a model or pot which can then be taken home.

Remission of Charges

In some circumstances there may be cases of family hardship which make it difficult for pupils 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 in consultation with Chair of Governors. The main remission of charges is that where parents are experiencing financial hardship they can apply to the LA for free school meals. The application procedure for this can be found on the Stoke on Trent City Council Website.

If there are cases of family hardship which make it difficult for a pupil to take part in an educational visit, the parents may apply in confidence for a remission of the above charges. This remission will be considered by the Head teacher in consultation with the Chair of Governors.

REVISION/REVIEW HISTORY

Signed (Chair of Governors) _____

Signed (Head Teacher) _____

<u>Date</u>	<u>Comments</u>	<u>Review Date</u>
01/12/2017	Updated	

