



## St Mary's C of E Primary School Charging and Remissions Policy – Autumn 2018

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St Mary's Primary School adopts the **County's Charging and Remissions Policy** with the following provisos:

**Information and guidance** is to be included in all St Mary's school brochures.

### **General Principles Established by the Education Reform Act 1988 and The Education Regulations 1999**

- When an activity cannot be charged for by law, the school will usually ask for a voluntary contribution towards the cost. (In most cases this will be the total cost divided by the number of pupils participating). Parents may also be asked to voluntarily contribute to fuel costs.
- Sometimes the school fund, the Friends, a local charity or specified funds received by the school will pay the whole cost without involving direct parental contributions.
- If the school finds that it is unable to finance an activity due to insufficient contributions/funds, it reserves the right to cancel the activity. Parents will be informed of this possible eventuality in advance and any contributions received will be refunded.
- Letters will be sent to parents concerning voluntary contributions for school trips (see School Trip file).
- Where parents decide to make an additional contribution above the amount given as a guideline, any excess will be credited to the Contributions to School Visits cost-centre.
- The school runs a Breakfast Club and an After-School Club. The current charges for these extended services are:

Breakfast Club (7.45am – 8.45am)

£3.00 without breakfast

£3.50 including breakfast

After School Club (3.20pm – 5.30pm)

First Child Rate – £7.50 per 2 hour session or part thereof

Sibling Rate – £7.00 per 2 hour session or part thereof

Family Registration Fee - £6.00

### **Board and Lodging on Residential Visits**

- If the number of places available for a particular activity is limited, the school will decide which pupils should be given the opportunity to participate, without reference to the parents' willingness or ability to make a voluntary contribution towards the cost, or to parents' ability to pay for the board and lodging (i.e. those on Income Support).
- Charges for board and lodging for residential trips, when organised by the school, will normally be made to all pupils. The charge will be the actual cost of providing board and lodging to each participating pupil.
- Families eligible for 'income supported' Free School Meals (Pupil Premium, not KS1 universal FSM) will be eligible for financial support on all school trips if requested. Further funding for such families can be requested from a local charity. This funding is discretionary and at the discretion of the charity concerned.
- The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will therefore encourage the sourcing of relevant income, such as Pupil Premium and grants from local charities, to support remission of these charges for



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the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes.

### Charging in Kind

- Parents will be sent a letter at the beginning of each year, or during certain terms, so that they can state if they wish to own the finished product of a Design Technology / Art / Food Tech activity. If they do wish to do so they will be charged an amount towards the cost of materials, or asked to bring in Food Tech ingredients.
- No charge will be made for articles that are not taken home.
- All children will be given the opportunity to participate in Food Tech activities regardless of whether they bring in ingredients or not.

### Breakages

The school reserves the right to ask parents to pay for the cost of replacing or repairing any damage to the school site or property or a defaced, damaged or lost text book etc., where this is a result of a pupil's behaviour (attached is a current list of typical costs).

This policy will be reviewed annually

### CHARGING POLICY

#### Amounts to be charged in case of deliberate breakages, or loss

Damage to school site or property	Amount advised at time of incident
Exercise book	£0.62
Pencil	£0.16
Writing Pen	£0.31
Ruler	£0.62
Rubber	£0.26
Homework Diary	£0.72
Reading Record	£0.62
Blue Reading bags	£4.50

Policy written by: Katie Creedon (School Business Manager)

Next review due: Autumn 2019