

St. John's Primary School and Nursery

Charging and Remissions Policy

Adopted: November 2016

Review date: July 2017

St. John's Primary School and Nursery believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

1. School Hours

The school hours are 8.45am to 12.00 midday and 1.10pm to 3.15pm. The break in the middle of the school day does not form part of the school hours.

2. Admissions

There is no charge for admissions.

3. School Meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the Governing Body based on the cost of provision.

4. Activities that take place during school hours

There is no charge for activities during school hours with the exception of music tuition (**section 9**).

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 6**)
- music or vocal tuition (**section 9**)
- nursery provision (**section 10**).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

6. Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - part of the National Curriculum
 - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - part of religious education
- transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education
- board and lodging for a pupil on a residential visit
- lunch time and after school clubs.

The cost of optional extras

The Head Teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Head Teacher.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

7. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours a charge may be made. In this case the charging of the activity will be the same as is outlined in **section 5**. The charge cannot include the cost of alternative provision for those pupils who do not wish to participate, for example no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

8. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

- **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 12** for more guidance on remissions).

- **Travel**

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

9. Music tuition within school hours

St John's Primary School and Nursery follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum.

10. Nursery Provision

All three and four year olds are entitled to fifteen hours of free nursery education across 38 weeks of the year. Our school policy is to offer parents and carers the opportunity to top up their free provision by purchasing:

- lunch sessions
- afternoon sessions, including lunch session
- morning sessions, excluding lunch session.

The charge will be decided annually by the Head Teacher and agreed with the Resources Committee.

11. Damage to property and breakages

Where school property has been willfully or recklessly damaged the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and will be dependent on the situation.

12. Remissions

The school will remit charges where parents and carers can demonstrate that they are in receipt of eligible benefits. Remission on any other basis will be at the discretion of the Head Teacher. The school requests that parents and carers apply for any support for which they may be eligible (for example from the William Edwards Educational Trust) before requesting remission from charges.

In every communication relating to charging the parents and carers of all participating pupils will be advised of the entitlement to the remission of costs and be given the opportunity to claim remission.

13. Voluntary contributions

The school may ask for voluntary contributions towards the cost of activities where charging would not be legal (eg school trips taking place during school hours) but it is made clear that these contributions are voluntary.

Voluntary contributions may be requested to enable extra activities, which are deemed educationally desirable, to take place. The contributions requested will reflect the cost of the activity less any subsidy from funds available to the school. It

may also be stated that an activity will not be able to take place unless sufficient are received to finance the activity: in the event that an activity is cancelled all monies paid will be returned.

The children of parents who do not contribute will not be treated any differently from others. If a particular activity cannot take place without financial contributions from parents, this will be explained at the planning stage and reference made to our remissions policy (**section 12**). No pupil will be left out of a curriculum activity because their parents cannot or will not make a contribution of any kind. Sometimes a parent may choose to withdraw a child but this would be solely at their discretion. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

This policy will be reviewed bi-annually