



'Let your light shine' Matthew 5:16

Governor Policy 11

CHARGING & REMISSIONS POLICY

- **Policy first agreed:** April 2017
- **Review undertaken by:** Finance Committee
- **Policy Review Period:** 3 Years
- **This revision:** March 2020

At All Saints Primary School we want to provide a range of experiences which add excitement and enjoyment to children's learning and personal development. At the same time we want all our pupils to have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. We cannot charge for activities which are part of the normal school day or part of the National Curriculum but we can ask for voluntary contributions. We can charge for "optional extras" and these include:

- Education provided outside of school hours that is not part of the National Curriculum
- Materials, books, instruments or equipment in relation to providing education outside of school hours that is not part of the National Curriculum
- Any materials, books, instruments or equipment where the child's parent wishes to own them
- Board and lodging for a pupil on a residential trip

In addition to covering school activities this charging policy covers services provided by the school, namely childcare outside of school hours and hot school lunches, which are provided with the aim to improve the wellbeing and achievement of our pupils.

The policy sets out what the school will charge for and how we will try to make it manageable for parents and how we will help parents with limited incomes.

Day Visits

When organising school trips or visits the school invites parents to make a voluntary contribution towards the cost. The contribution requested will not exceed the actual cost. If a parent is unwilling or unable to make a voluntary contribution their child will be allowed to take part in the trip and will not be treated differently from any other child taking part. However, if insufficient contributions are received then the trip may be cancelled.

Residential Visits

When organising residential visits the school asks parents to pay for the board and lodging element and requests a voluntary contribution towards other costs, which will not exceed the actual cost. Parents who are eligible for free school meals are exempt from the cost of board and lodging. As with day visits, if a parent is unwilling or unable to make a voluntary contribution their child will be allowed to take part in the trip and will not be treated differently from any other child taking part. However, if insufficient contributions are received the visit may be cancelled.

Music Tuition

All pupils study music as part of the normal school curriculum and there is no charge for this. Additional music tuition is available either individually or in small groups. Charges for these lessons are made by the music teachers themselves and agreed directly with parents and therefore do not form part of this charging policy.

In School Performances:

Parents may be asked for voluntary contributions to cover the cost of performances held in the school by outside organisations

Hot School Meals

The school provides the option for pupils to have hot lunches. A charge is made for these meals, which the school undertakes to be no greater than cost and which will be clearly shown at the time of ordering meals. Some children may be eligible to free hot school meals if parents are in receipt of certain benefits. Details are available from the school office of how to check eligibility.

Extended School & Clubs

The school provides childcare before and after school. Charges are made to cover the cost of providing this service and are payable in advance. Full details of the terms and conditions of these charges are available from the school office and are detailed on the school website

Summer Term Swimming

Parents / Carers will be asked for an annual donation towards the cost of running the school swimming pool. Costs include: Maintenance & Repairs, Electricity, Teacher Training, Chemical and equipment

Damage to Property and Equipment

Parents / Carers of a pupil who damages or loses any item of school property or equipment may be liable for the cost of replacement or repair.

Paper / Photocopying Cost: Requests under the Freedom of Information Act 2000 will be charged at normal photocopying rates and paper will be charged at cost.

This policy should be read in conjunction with the Single Equality Policy. The general equality duty requires that, in the exercise of their functions, schools must have due regard to the need to eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Equality Act 2010. This school endeavours to advance equality of opportunity and foster good relations for all.'