

St Mark's CE (A) Primary School



Policy on Charging and Remissions

The Federation Board recognises it's responsibility to provide a broad and balanced curriculum in line with National Curriculum to all pupils admitted to the school without charge during school hours. This includes materials, equipment and transport costs to carry pupils between school and an activity for things like swimming or Northwood.

Charging for Activities

Voluntary Contributions

The Federation recognises the valuable contribution that the wide range of additional activities, including clubs and trips, can make towards a pupil's education.

The Board aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school. However such events and activities cost a considerable amount of money and in such cases the school will request that parents make a **voluntary contribution** towards the cost of the trip or activity. Parents will be informed in writing of what the suggested voluntary contribution will be, this will never exceed the total cost for one pupil to take part. The voluntary contribution may be to cover such things as entrance costs to museums, transport costs for special visits, fees for special visitors in school etc. The letter will make it clear that the school is requesting a voluntary contribution, that children of parents who do not contribute will not be treated any differently than those who do and that if insufficient contributions are made to cover the cost then the activity may be cancelled. A model letter for this purpose is attached to this policy.

Charging for certain activities

The Federation Board will make a charge for each pupil for activities organised by the school in the following circumstances:

The full cost of activities, including board and lodging for residential activities, deemed to be optional extras taking place outside school hours for example residential visits to Shugborough.

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The cost of providing individual instrumental tuition where this does not occur within a club, and of maintaining musical instruments provided by a school of instrumental tuition.

The cost of materials, ingredients or equipment for certain aspects of the curriculum if the parents have indicated in advance that they wish to own the finished product.

A charge may be made for replacement of any item of school property that is lost or damaged. This charge will not exceed the cost of the item.

Charging for Meals / Refreshments

Charge for provision of school meal will be made in accordance with current charge agreed by Board Members where the child does not qualify for Free School meal (either UIFSM or benefit based FSM)

Where light snacks, eg toast, are available at break time, or at breakfast club, a small charge will be made as currently agreed by Board Members.

Remissions

In circumstances of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made or where parents are in receipt of, free school meals, family credit or income support, the school will invite parents to apply in confidence for the remission of charges in part or in full. The school will operate this within the guidelines provided by the local authority. Authorisation of remission will be made by the Headteacher.

The school may request that parents make a commitment to their child attending a residential trip by asking for a non-refundable deposit. If the child then attends the residential trip and would be entitled to remission of charges under the above scheme the deposit would be refunded. Should the child not attend the visit and a place remains vacant the parents would forfeit the deposit.

Nothing in this policy precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional activities for the pupils.

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Reviewed and Agreed by Federation Board on

Signed by Chair of Federation.....

(Review Autumn Term 2018)