St Martin's CE (Aided) Primary School

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Charging and Remissions Policy

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Policy produced/reviewed by: Headteacher

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Signed:

Position:

Date of next review: July 2021

St Martin's CE (Aided) Primary School

Our School Vision

An inclusive, caring, Christian community, which inspires happy, confident and independent children who embrace lifelong learning, with the ambition and determination to achieve their potential. Learners develop the skills, knowledge and self-belief necessary to thrive, today and tomorrow, as global citizens, who strive to make our world a better place.

Charging and Remissions Policy

Aims

To clarify the nature of educational activities that may be funded from outside the school's delegated budget.

To clarify the procedures for charging and remission for educational activities.

Basic Principles

At St Martin's CE (Aided) Primary School we believe that all children are entitled to a good education. Charges will not be made for educational activities provided as part of the national curriculum during school hours.

Charges will be made for:
*residential visits – to cover the cost of board, lodging, travel and enrichment activities sourced through third party providers.
*musician tuition provided in addition to the national curriculum by specialist teachers to an individual or small group of children,
*after school and lunchtime enrichment clubs run by external providers,
*attendance at after school and breakfast club care club.

Voluntary Contributions

Although we do not charge for most of our school-time activities, for curriculum enrichment activities such as trips and visitors, we will invite parents to make a voluntary contribution. This is to ease the pressure on the schools' budget and also to help provide activities and events that would not otherwise be possible because of financial constraints. Such contributions are voluntary but if insufficient contributions are received, the activity may have to be cancelled.

Voluntary contributions will be asked for:

- trips to support and enrich the curriculum. Parents/carers will be asked for a contribution to cover the cost of the trip, including costs relating to the pre-visit, travel, entrance fees, meeting supervisory ratios of adults to pupils and fees for guides and speakers;
- visitors to school whose activity is intended to support and enrich the curriculum. Parents/carers will be asked for a contribution to cover the cost of the activity.

In asking for voluntary contributions, it will be explained to parents/carers:

- that there is no obligation to contribute;
- that pupils at the school will not be treated differently according to whether or not a voluntary contribution has been made in response to a request;
- a particular activity may not be able to take place if insufficient contributions are received.

There is no limit on the level of voluntary contribution that parents, carers or others may make to school activities.

Swimming

The school organises swimming lessons for children in Year 3. These take part in school time and are part of the National Curriculum. We do not charge for this activity. However we do ask for a voluntary contribution to cover the cost of transporting the children to the local swimming pool. We inform parents when the lessons are to take place and we ask parents for their permission for their child to take part in the activity.

Damage To or Loss Of School Property

The school will charge for wilful damage to school property, or the misuse or loss of books and equipment belonging to the school.

Remissions

If parents or carers are experiencing financial difficulty they are encouraged to discuss this with the Headteacher in confidence. As a result, remission of all or some of the charges for a particular activity may be given to ensure that the pupil can take part.

If a child is unable to take part in an activity for which a voluntary contribution has been made, the parent or carer may request a refund of monies paid. The decision as to whether or not to refund the money will be made by the Headteacher on a case by case basis. In making the decision, the Headteacher will consider:

- the reason the child is unable to attend,
- if the costs are recoverable by the school,
- the amount of notice given,
- any other relevant factors.

Monitoring and Review

The Finance and HR Manager will monitor levels of expenditure and income where voluntary contributions have been requested, and advise the Headteacher if there are discrepancies. The Headteacher will decide appropriate action to be taken if discrepancies between expenditure and income occur. The Headteacher will report to the PayPerFin committee if significant discrepancies occur, i.e. if an activity is over 50% in deficit.