



ST PETER'S SCHOOL

CHARGING AND REMISSIONS POLICY

Persons responsible	Head and Chair of Governors
Document date	October 2023
Review date	October 2025

Introduction

The Headteacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. We aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement:

- ✓ The policy complies with the requirements of the Education Act 1996
- ✓ Where 'parent' is referred to this will include adults with a responsibility for the pupil.
- ✓ We aim:-
- ✓ To make school activities accessible to all pupils regardless of family income
- ✓ To encourage and promote external activities which give added value to the curriculum
- ✓ To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- ✓ To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Legislation – Education During School Hours

The DfE in its departmental advice to School Governors states that " School governing bodies and local authorities cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment) It goes on to advise that "Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities"

When additional costs are incurred by St Peter's School to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Activities outside school hours:

Charges will be made for the full cost to each student of all approved activities deemed to be optional extras taking place wholly, or mainly outside school hours as permitted by the Education Act 1996. This may include transport, food, accommodation, resources and / or other costs associated with the activity (such as admission or ticket charges, activity staff costs, etc). No charge can be made for education provided outside school hours that 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.

Remissions

To ensure that access to activities reflects intentions, St Peter's School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where pupils are in receipt of Free School meals St Peter's School will offer to remit the full cost of

- Non-educational activities that take place during the school day (swimming, visitors and visits), excluding any "products" which parents wish to buy.
- board and lodgings, activities and travel for a pupil on any residential visit

Where the pupils are in receipt of the pupil premium grant (PPG) but no longer qualify for free school meals pupils will be entitled to a 50% remittance of these fees.

The table below summarises St Peter's School's Remissions Policy:-

	FSM	PPG
Lunch	Free	No discount
Visits & visitors (voluntary contribution request)	Free	50%
Swimming (voluntary contribution request)	Free	50%
Clubs	50%	1 extra curriculum club free of charge and 50% discount for any other club
Breakfast Club	50%	50%
After School Club	No discount	No discount
Residential trips (board and lodging element)	Free	50%
Residential trips (activities and travel)	Free	50%

Financial Support

In the event that parents / carers believe they will be unable to pay the charges outlined in this policy, they may apply for remission of part or all of the charges due and should contact the school for details. They will be required to provide evidence of financial hardship and the decision as to whether to offer any remission will be at the discretion of the Headteacher.

Data Protection of pupils and families.

Teachers will ensure that these children are not publicly identified and stigmatised. This is particularly important as the fear of stigmatisation is often a key element in the non-take up of Free School Meals. This will be accomplished by developing methods of collecting voluntary charges or dinner money, which do not identify children who do not contribute.

CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be made clear that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity. It should also be made clear that. **If sufficient contributions are not received the activity may be cancelled.**

Charges:

The Governing Body reserves the right to make a charge for the activities and items detailed below:

Trips which are not part of the national curriculum, not part of a syllabus for a prescribed public examination for which pupils are being prepared for at the school , not part of religious education, and are outside the school day (i.e. Weekend residential)

After school and pre-school clubs

Music tuition if it is not required for the National Curriculum, is provided for an individual pupil or for groups of pupils and if the tuition is provided at the request of the pupil's parent

Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.

Individual Music Tuition

Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours, provided the tuition is not required for the National Curriculum, and provided the tuition is requested by the pupil's parent. Parental agreement and a signed contract will be obtained before the tuition is provided.

Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Residential Activity

Where a residential activity takes place, or is deemed to take place during school hours, or it is part of the national curriculum, or part of a syllabus for a prescribed public examination that pupils are being prepared for at the school, or part of religious education, then no charge will be made for either the education or the costs of travel. However, charges will be made for board and lodging in these circumstances, except where the pupil's parents have the charge remitted under this policy. A voluntary contribution will be requested by the school for such activities.

(St Peter's School will follow the relevant legislation as contained in the Education Act 1996 Sections 449 to 462, . The guidance is contained in the DfE departmental advice: Charging for School Activities May 2018).

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at **10p per sheet and 20p for any colour printing.**

Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

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