

# Charging and Remissions Policy

## St Andrew's Church of England Primary School

We believe that 'Everyone is different. Everyone is special. Everyone is our neighbour.' As Jesus taught us to love unconditionally, so we strive to nurture respect for all; to provide a rich and stimulating curriculum that considers the individual; and to care for the intellectual, social and spiritual well-being of our whole school community - encouraging positive engagement with the wider world, as affirmed through our school values and parable of the Good Samaritan.

Jesus said, "Love the Lord your God ..." and, 'Love your neighbour as yourself.'" Luke 10:27



At St Andrew's we are committed to keeping pupils and staff safe. Our school policies are an essential part of the way we safeguard all members of our diverse school. We support democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs. These principles help us to listen to each other and learn from each other to create a safe and rich learning environment for pupils and staff alike.

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| <b>Approved by:</b> | <b>FPP</b> | <b>Date: 09/06/25</b> |
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| <b>Last reviewed on:</b> | <b>June 2025</b> |
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| <b>Next review due by:</b> | <b>June 2026</b> |
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*St Andrew's is a Church school with a distinctive Christian ethos. We believe that 'Everyone is Special. Everyone is Different'. Our inclusive values and ethos shape everything we do and they have informed the development of this policy. Our school policies give structure to the community we are building, where diversity is celebrated and where children of all faiths, and none, benefit from the very best start in education.*

## **Policy on charging for and remissions for school activities**

St Andrews CofE Primary school 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.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the start of the document.

1. **The policy identifies activities for which:**
  - **voluntary contributions may be requested**
  - **charges will be made**
  - **charges will not be made.**
  - **charges may be waived**

### **2. Voluntary contributions**

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

Charges for individual pupils will not exceed the actual cost of providing the activity, divided by the number of children participating. Charges will not include any subsidies for other pupils who are unable to pay the full charge.

### ***The Law states:***

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to on the visit.

### 3. No charges will be made for

- a) An admission application to any maintained school
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) Education provided 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 the school's basic curriculum for religious education;
- d) Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as 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;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school\*;
- f) Examination re-sit(s)\* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours (see 4a);
- h) Education provided on any trip that takes place outside school hours (see 4a)
  - a. if it is part of the National Curriculum, or
  - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
  - c. part of the school's basic curriculum for religious education;
- i) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;

### 4. Charges may be made for

#### **a) Activities outside school hours**

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See Section 9)

#### **b) Residential visits during school hours**

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

#### **c) Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

**When any trip is arranged parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.**

## 5. Optional Extras

Charges may be made for optional activities that are known as 'Optional Extras'. Any charges made will not exceed the actual cost (per pupil) of provision

**It is the policy of St Andrew's CE Primary school that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.**

|                                                                                                                                            |                                                                                                                                                                                                                                | <b>Remitted or help available</b> (enter your school decision here). |
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| Charges will/may be made for any materials, books, instruments, or equipment, <b><i>where a parent wishes their child to own them;</i></b> | Eg. A clay model – a charge to cover the cost of the clay.                                                                                                                                                                     | Help available from school                                           |
| Charges will/may be made for music tuition                                                                                                 | The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups pupils | Help available from OCC                                              |
| <ul style="list-style-type: none"> <li>Charges will be made for the board and lodging component of residential trips</li> </ul>            | <ul style="list-style-type: none"> <li>The charge will not exceed the actual cost</li> </ul>                                                                                                                                   |                                                                      |

## 6. Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

## **7. Families qualifying for remission or help with charges.**

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Children entitled to Free School Meals May qualify for remission. This is at the discretion of the Headteacher.

## **8. Is a school visit in or out of school time?**

When any visit is arranged, parents will be notified of the policy for allocating places.

If the number of school sessions on a school visit is equal to or greater than 50% of the number of half days spent on the visit it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

## **9. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a ‘first pay, first served’ basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.