



*"In the light of Jesus, we live, laugh, love and learn."*

# **St Aidan's CE Primary** **School**

## Charging and Remissions Policy

We do not charge for any activity undertaken as part of the National Curriculum.

St Aidan's CE Primary School is committed to the principle of free public education during the school day for all activities fulfilling the requirements of the National Curriculum, Religious Education and Collective Worship.

There will be no charge for the following activities:

1. Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
2. Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education. Most other activities outside school hours are currently free of charge with the exception of those for which the school receives a charge – this cost may be passed on to the parents;
3. Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
4. Instrumental and vocal tuition for children in care;
5. Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

There are, however, some activities where exceptions are made and these are listed below.

#### **Educational Visits – Voluntary Contributions**

School visits are an integral part of school life and help to bring topics to life. Their purpose is to educate and inform and to allow children to gain wide and varied experiences outside the classroom.

It is necessary for us to ask parents to make a voluntary contribution towards the cost of visits, and dependent on the parents' response, a decision will be made as to the viability of each visit. No children will be barred from these visits if a contribution is not made, but where insufficient funding is received the activity will not be able to take place. If less than 90% of the cost of the activity is received through voluntary contributions, then the trip will be cancelled.

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Full details of any visits will be sent out at the appropriate time. The cost of the activity will reflect the actual cost ie entrance fee and transport.

In the interests of safety, the Governing Body adopts a policy of only using coaches and minibuses fitted with forward facing seats and seatbelts.

### **Residential Visits**

When organising a residential visit a charge will be made for the trip which is equivalent to the cost and no more.

### **Lettings**

The school will make its facilities available to outside users. The scale of charges will be determined annually by the Finance Committee and set out in the Lettings Policy.

### **Bank Charges**

Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

### **Breakages, Losses and Fines**

The school reserves the right to ask parents to pay towards the cost of breakages, acts of vandalism, loss of or damage to books or other equipment where this results from a pupil's behaviour or negligence. Each case is individually assessed before parents are invited to provide restitution.

### **School Meals**

The cost of a school meal is in line with the Council's recommended charges and is currently £2.50 per day. Any increases will be communicated to the parents and guardians in good time for them to send in the appropriate payment. Where individual school meal debt reaches an unacceptable level, provision of school meals will cease until the debit is cleared. Parents' will be informed about this in writing. There is currently no charge for Infant school meals due to the Universal Free School Meal provision.

### **Miscellaneous**

There may be occasions when school collects monies in from children for Leavers Hoodies and other such items. On these occasions collected money will be equivalent to the amount paid.

### **Late Collection**

Children who have not been collected by a parent or guardian by 3.50pm will be booked into Stay to Play after school provision which is chargeable at the minimum session charge of £9.

### **Remissions**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. Such parents are invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

