

Charging and Remissions Policy for Educational Activities

Committee Name:	Full Governing Body
Date of Approval:	May 2019
Validity Date:	July 2020
Person responsible:	Head Teacher

St Saviour's C. of E. Primary School was founded by and is part of the London Diocesan Board for Schools (LDBS).

The school is to be conducted as a Church of England school in accordance with Canon Law and the teachings of the Anglican Church and in accordance with the Diocese of London. At all times, the school is to serve as a witness for the Christian Faith in Our Lord Jesus Christ.

St. Saviour's Primary School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours. The school also has the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. It aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The objectives of the Charging Policy are:

- ❖ To ensure activities offered in school time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- ❖ To identify those activities for which charges may be levied.
- ❖ To invite voluntary contributions for the benefit of the school in support of any activities organised by the school either during or outside school hours.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- ❖ Voluntary contributions
- ❖ Permitted charges

They have different limitations as set out below.

Voluntary Contributions:

There is no limit to the level of voluntary contribution that may be asked for or any restriction on the way in which it is used. Voluntary contributions therefore can be used to subsidise parents of pupils who are unwilling

or unable to pay the charges made and to pay the travel and accommodation costs of accompanying teachers or adults.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break).

Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LEA and school's remissions policy).

The School Governors' Fund

In order to help maintain the school building, the Governors participate in a building insurance scheme organised by The London Diocesan Board for Schools. At the point of admission, parents are asked to contribute voluntary £60 per year per child (or £20 three times per year).

Additional Nursery Charges

Children of Nursery age are entitled to 15 hours of education which is paid by the Government. Nursery education is non-statutory. At the time of publication, the school offers 30 part-time places.

Parents may choose to pay an additional **£25** per day for their child to attend the afternoon session.

In addition to parents funding the additional hours themselves, the school also accepts childcare vouchers offered through work place schemes.

Music Tuition

All Music lessons within the school day are free to all children. The school arranges private tuition for a wide range of musical instruments and singing. The charge for this lies wholly with the parents. All individual music lessons take place outside of school hours.

Swimming, Cycling and Horse Riding

Children in Key Stage Two experience swimming lessons (Year 4), a cycling proficiency course (Year 5) and a beginners' Horse riding course (Year Six). These sessions are free of charge except for horse riding where we ask parents to make a voluntary contribution towards the cost of insurance (currently £10 per child per 7 week course).

Residential Activities/Activities outside School Hours

If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra".

A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

Extra- Curricular Clubs, Breakfast Club and Wrap Around Club

The school runs a wide range of after school clubs which are organised by staff members or specialist coaches. They run from 3:30 p.m. to 4:30 p.m. The charge for each of these is currently £3 for staff led clubs and a variable charge for those organised by outside coaches.

The school runs a Breakfast Club each day from 8:30 a.m. to 8:45 a.m. The charge for this is £4.50. A Wrap-Around club, to provide after school care for working parents, runs each day from 3:30 p.m. to 6:00 p.m. The charge for £7.50 per hour. The whole Wrap Around session (3.30 p.m. to 6:00 p.m.) is £

Private Photocopying/Telephone Calls

The Governors have agreed that, under normal circumstances, no charge will be made of these services. However, should a large number of copies or calls be required for personal use, permission will be sought from the Head teacher and a donation will be charged to cover costs.

Income from Sales

The school maintains a school uniform and parents are asked to purchase items direct from the company who make the uniform 'Stitch Design.' Such goods will be sold with the intention of making a small profit and costs for these are kept at a minimum.

A full uniform list is available is on the school website. Parents can buy other uniform items (e.g. trousers, skirts, shorts and summer dresses) from numerous high street stores.

A second hand uniform sale takes place on the first Tuesday of each month where good quality items can be purchased at a very reasonable price.

Children are provided with free stationery (books, pencils, pens, paper, art equipment, etc.) as well as a free water bottle each year free of charge.

Lettings

The school will make its facilities available to outside users on a sliding scale of charges. This will be determined annually by the Resource Committee and is published in the school's Lettings Policy.

The school does not charge the PTA for use of the school for fund-raising activities.

Breakages

In cases of wilful damage, breakage or loss of equipment on loan to children, the Head Teacher, in consultation with the Chairman of the Resources Committee may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

Remissions Policy

The school recognises that some families on low incomes or benefits may find the cost of residential school trips or horse riding insurance difficult. The school reserves the right to offer to cover either 50% or 100% of the costs for such trips.

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.

Free School Meals & Pupil Premium

Children who are eligible for Free School Meals (FSM) and Ever 6 will have all trips (including the three KS2 residential trips), Breakfast Club sessions (up to twice per week), After School Clubs (up to two per week) and additional equipment (uniform, class novels etc.) for free.

A complete breakdown of this expenditure is carefully recorded in the FSM/Ever 6 folder, situated in the School Office. A document is also produced and shared on our school website which explains how this money is spent and it's impact.