

**Date Reviewed:** October 2017  
**Next Review Date:** October 2019

**Approved by:** FGB 19.10.17  
**Review frequency:** Biennial



# Charging and Remissions Policy

**At St Peter's we believe that all our Christian values stem from Love;  
the Love that God has for us, that we have for God and that we show each other**

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## **Charging and Remissions Policy**

### **Aims**

To provide a clear policy which ensures that, during the school day, all children have full and free access to a broad and balanced curriculum. To promote and provide a wide range of additional activities, including clubs and trips which contribute to the broad and balanced curriculum.

### **Definition of School Day**

8:55am – 12:00 midday  
1:00pm – 3:15pm

### **Roles & Responsibilities**

It is the responsibility of the Headteacher to ensure this policy is fully implemented.

### **Organisation during the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and activity.

The staff and governors recognise the importance of activities that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children.

A voluntary contribution may be sought for activities during the school day which entail additional costs, for example the hire of transport and pool for swimming lessons.

In these circumstances no pupil will be prevented from participating because his/her parent or carer cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Definition of education taking place during the school day**

If a non residential activity happens partly inside the school day and partly outside of it there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential Visits**

Schools cannot charge for any visit that takes place during school hours.

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Charges will be made on residential visits, which are part of the national curriculum, for board and lodging, except where proof is received that parents are in receipt of :

Universal Credit in prescribed circumstances  
Income support  
Income Based Jobseekers Allowance  
Support under part VI of the Immigration and Asylum Act 1999  
Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)  
The guaranteed element of State Pension Credit;  
An income related reemployment and support allowance that was introduced on 27 October 2008.  
Pupils eligible for Pupil Premium funding

If the number of school sessions taken up by the 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.

### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus, for example guitar lessons and recorder lessons

### **Optional activities outside of the school day**

We will charge for optional extra activities provided outside of the school day, for example:

#### **After School Clubs**

There is a small charge for all after school clubs. These clubs are charged at an hourly rate, currently £2 per club.

#### **Breakfast Club**

This has a standard daily charge which covers the provision of a healthy breakfast and childcare between 8:00 and 8:45am. Current charge £2/day.

#### **Extended Day**

This has a standard daily charge, currently £9 per day, which covers attendance at an After School Club between 3:15 and 4:30 pm, a nutritious snack and childcare until 6:00pm.

Such activities are not part of the National Curriculum or religious education, nor part of any examination syllabus. Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

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### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through pupil premium, voluntary contributions and fundraising.

Parents who would qualify for support are those who are receipt of benefits listed above. Those children who qualify for Pupil Premium will be asked to pay a reduced contribution.

Authorisation for the remission, or reduction, of charges will be made by the Headteacher.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs for example visiting poets, authors and theatre groups.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Replacement of Items**

A charge may be made for replacement of any item of school property that is lost or damaged. The charge will be decided by the Headteacher.

### **Monitoring & Evaluation**

The Resources Committee will monitor the impact of the policy by

- receiving feedback from staff and parents
- looking at responses to voluntary contributions
- reviewing subsidies awarded
- amending, if necessary, the categories of activities for which a charge may be made