



**St Peter's C of E Primary School**

*Liverpool Grove Walworth London SE17 2HH*

*Tel 020 7703 4881 Fax 020 7703 1601*

# **Charging and Remission Policy**



# Charging and Remissions Policy

**Reviewed:**

**Next Review:**

## 1. Our Mission in the Community

Our values are informed by the values central to Christianity. We are ambitious- we want each member of the school to discover and realize their true potential in a Christian environment.

## 2. School Aims

We want to be:-

- A school which challenges, excites and inspires.
- A community to which children, parents, staff and governors feel they belong.
- A school which builds confidence, commitment and respect for each other.
- A school which worships prays and celebrates the love of God wherever it is found.
- A school which has a culturally diverse community.

## 3. Objectives

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our pupils' education. We aim 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.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means.

This 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.

## 4. Roles and responsibilities of Head Teacher, other staff, governors

The Head Teacher, staff and governors will ensure that the following applies:

4.1. No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport provided in connection with an educational trip (e.g. swimming).

## 5. Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

## **6. Activities for which charges may be made**

### **6.1. Activities outside school hours**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- (a) Part of the National Curriculum
- (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school
- (c) Part of religious education
- (d) Breakfast club. For the after school club charges please see the terms and conditions document for After School Club.
- (e) Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 6 below) may not be charged for board and lodging costs.

When any trip is arranged parents/carers will be notified of the policy for allocating places.

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

In order to remove financial barriers from disadvantaged 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/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

## **8. Early Years Foundation Stage**

Sessions over the 15 hour free entitlement carry a cost. In the event of non-payment of these fees the school reserves the right to stop the sessions.

## **9. Notice of increase in fees**

If we need to increase prices, we will give notice of one month.

## **10. Late collection policy**

If you are unexpectedly late to collect your child, please inform the school by telephone immediately. School finishes at 3.30pm and your child will be taken to the playground until 3.40pm. After this time they will be taken to the school office where you will be eligible to pay for additional time they are cared for in After School Club. The fee is £10 After School Club ends at 5.55pm and a further hour will be charged for if you are late after this time.

## **11. Arrangements for monitoring and evaluation**

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.