

## **St Chad's Patchway CE VC Primary School**

### **Charging and Remissions policy**

*'Learning to love, loving to learn'*

#### **Vision**

All education during school hours is free. St Chad's does not charge for any activity undertaken as part of the school curriculum. We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular), 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 children taking full advantage of the opportunities. The policy has been informed by the *Maintained School Governance Guide* and the *DfE Charging for School Activities* guidance.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards children's personal and social education. The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the children of the school and additional optional activities.

The school has no funds available to pay for such activities and without sufficient voluntary contributions an activity may not be able to proceed and will be cancelled.

#### **Aims**

To enable all children to participate in the full life of the school including extra-curricular activities, trips and residential visits irrespective of their circumstances.

To ensure that there is clarity over those items which the school will provide free of charge and for those where there may be a charge.

#### **Charges and voluntary contributions**

During the school day, defined as 9.00am – 3.30pm Monday to Friday (not including the mid-day break), 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.

Occasionally the school or a charity pays additional costs in order to support a visit. Parents have a right to know how each trip is funded and the school will provide this information on request. The school makes no profit from these activities where charges or voluntary contributions are requested within the bounds of this policy.

The cost of visits/activities are divided equally between all of the pupils. If there are financial difficulties within the home or pupils are registered for Free School Meals, assistance may be given at the school's discretion.

A charge will be made in the following circumstances for activities organised by the School and no pupil will be prevented from participating because parents/carers cannot or will not make a contribution:-

**Day Visits** Voluntary contributions will be sought for visits occurring during school time to meet costs. We will charge for allowable optional costs<sup>1</sup> for activities provided outside of the school day.

**Residential Visits (during school time)** The school will invite voluntary contributions to meet costs other than children's board and lodging. Parents/carers will be charged for full cost of children's board and lodgings.

In case of hardship the school will direct parents/carers to possible sources of financial help e.g. charities.

**Residential Visits (outside school time)** Parents/carers will be charged for the full cost of the visit, including all allowable costs<sup>1</sup> and board and lodging.

**Music Tuition** There is a charge for individual or group instrumental music tuition, if this is not part of the National Curriculum. The peripatetic music teachers teach individuals or small group lessons. The peripatetic teachers are independent from St Chad's and parents are given contact information. The parents are charged directly and no money will come through the school for this purpose.

**Classroom Materials** No charge will be made for materials or equipment. However, for certain practical activities (technology, food activities etc.) parents/carers may be invited to provide materials or ingredients on a voluntary basis. Where parents/carers would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

**Swimming** St Chad's organises swimming lessons for all children to take part in, at some point during their time in Key Stage 2. These take place during school time and the school meets the costs of lessons however reserves the right to request a voluntary contribution towards the costs of transport.

**Clubs** Clubs that are run by staff members during their time in school will not be charged for as the running of clubs by staff is a choice and an offer made by them of their time. Clubs that are provided by external providers are charged for by them. Information is provided by the club provider and shared with parents. The parents are charged directly and no money will come through the school for this purpose. The school have no jurisdiction regarding costs and refunds for these clubs.

**School Property** The school reserves the right to charge parents/carers if their child is found to be responsible for the willful destruction of school property. The Head teacher will assess each case on an individual basis.

## Refunds

The Headteacher and Governors will consider refunds for pupils not participating in an activity due to a medical condition, however coach fares cannot be refunded.

## Remissions

*(Everyone involved in charging for activities will keep any financial hardship information confidential)*

Where the parents/carers of a pupil are in receipt of free school meals (excluding Universal Free School Meals (UFSM) available to all EYFS & KS1 pupils) or other circumstances – for example in the case of family hardship;

- a) the Headteacher will consider a remit in full or in part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

<sup>1</sup>Allowable costs include pupil's travel and subsistence costs, materials, books, instruments, non-teaching staff, costs of teaching staff - where separately engaged under a contract for services for the visit or activity, entrance fees to museums, castles, theatres, etc. and insurance costs.

b) The Headteacher will consider a remit in full or in part the cost of other activities, in consultation with the Chair of Resources committee, as appropriate.

c) In cases of hardship the Headteacher will consider at their absolute discretion the remission of fees (in full or in part) for those pupils who they consider will benefit from such activity/tuition.

When arranging a chargeable activity parents will be invited to apply to the Headteacher or School Administrative Officer, in confidence for the remission of charges.

Policy Agreed: January 2025

To be reviewed January 2026