

ST MARY MAGDALENE C OF E PRIMARY SCHOOL



Charging and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide **free of charge** and for those items where there **may be a charge**. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Definition

The school day is defined as 8.50am – 3.30pm.

Responsibilities

The Head Teacher will ensure that staff are familiar with and correctly apply the policy. This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum plus tuition for pupils learning to play a musical instrument and swimming lessons will be provided free of charge. This includes any materials, books, equipment and transport to take pupils between the school and the activity

Voluntary Contributions

When organising school trips, visits or visitors in to enrich the curriculum and the educational experience of the children voluntary contributions may be sought. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities. 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.

Nursery & Reception classes ask parents for a voluntary contribution of 50p per week to purchase additional consumable resources.

Calculating Charges

When charges are made for any activity 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 or won't. Support for such cases will come through school funds. Parents who would qualify for support are those who are currently in receipt of Free School Meals.

Eligible Benefits

- Income Support
- Job Seekers Allowance – Income based only
- Employment and support Allowance
- Guaranteed Pension Credit (inc. Child Tax Credit)
- Support under Part VI of the immigrations and Asylum Act 1999
- Child Tax Credit, with an annual income of less than £16,190

All discussions relating to individual family's financial circumstances will be confidential.

Residential Visits

Charges will be made for board and lodging and transport. A savings scheme will be offered to allow parents to spread the cost of such trips over a longer period of time.

Optional Activities Outside Of The School Day

At present school provides before and after school activities free of charge. This will be reviewed annually or earlier if necessary. This does not include the privately run before and after school child care facility.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.