



## Ashton St. Peter's Church of England Voluntary Aided Primary School

### Charging and Remission Policy

Ratified in November 2018

Update in November 2019

#### Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

#### Roles and Responsibilities of Governors, the Headteacher and other Staff

Governors, the Headteacher and other Staff will ensure that the following applies:

##### 1. No charges will be made for

Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.

Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.

Education provided during school hours (including the supply of any materials, books, instruments or other equipment). However, Governors have agreed that Voluntary Contributions may be requested in certain circumstances.

Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.

Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

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

Where education takes place outside school hours which is not required to fulfil statutory duties relating to the National Curriculum or Religious Education, such education is defined as an 'optional extra' and may be charged for. It is the policy of the Governors that each activity will be costed and that parents will be requested to make voluntary contributions. No child will be excluded from any activity if his or her parents have not made a contribution, but the activity will only be arranged if a combination of parent contributions and any funding which may be available from the school budget is sufficient to cover the cost involved.

### **Early Birds and Evening Owls**

There is a charge for Early Birds and Evening Owls. This charge is set to ensure that all running costs of the club are covered. This is reviewed annually. Monies can be paid in advance or on the day that the child takes a place at these sessions.

### **Before School, Lunchtime and After School Clubs**

These incur no charge if they are run by staff or governors from Ashton St Peter's Church of England VA Primary. If a club is run by an external agency, the charge will be set by them and the monies will be collected by the manager of the club.

Peripatetic Music Tuition - for individuals or groups of any appropriate size. Children Looked After by the local authority will not be charged for musical tuition.

## **3. 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 in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

Parents and carers of children entitled to Pupil Premium Grant' determined by the government linked to personal circumstances and Ever 6 Pupils who have previously been entitled to 'Pupil Premium Grant'.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

## **4. Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have established a system for parents to pay in instalments,

- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip,
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

### **Lost or Damaged Property**

Pupils are expected to pay for the replacement of any books (i.e. library books, reading books, Home School Diary) they lose or damage. If a child causes damage to another child's property, who replaces the item will be decided on an individual incident basis. The decision will be made by a member of the Senior Leadership Team.

If a child has caused deliberate physical damage to the school (e.g. broken window, playground equipment, IT equipment) as a result of misbehaviour, the Headteacher has the discretion to ask the child's parents for a contribution toward the cost of repairing the damage.

### **Review Procedures**

The School's policy will be reviewed when:

- Annually November 2019
- The School wishes to review the policy.
- If amendments are required by the LA

Ratified by:

Date: November 2018

Chair of Governors