



# **CHARGES AND REMISSIONS POLICY**

**Updated: Spring Term 2023**

The Governing body of St Christopher Primary School supports the school's policy on providing educational visits and having educational visitors into school. This is seen as a vital part of enriching and supporting pupils' learning within school.

### **Voluntary Contributions**

The school subsidises many educational visits but we recognise that the funding received by school is not sufficient to fully cater for this element of education. The Governing body, therefore, have instituted a policy of requesting voluntary contributions from parents to enable this valuable part of pupils' education to continue. When sending out a request to parents and carers for a voluntary contribution the school must:

- Make it clear to parents/carers that the contribution is voluntary.
- Make it clear at the outset that the activity cannot be funded without voluntary contributions and that if there is insufficient support it may be necessary to cancel the activity and reimburse any parents who have contributed.
- Ensure that children are not treated differently if the parents/carers are unable or unwilling to pay. All children must be given an equal chance to take part.
- If there are limited places then the school's policy for allocating places must be made clear at the start.

Where major expense is involved or where deposits have to be paid by the school to secure bookings, a deposit may be requested from parents/carers. This will only be refunded to parents if the school or relevant outside agency decide to cancel the event and this will be made clear at the time of payment.

Parents/carers on low incomes and in receipt of the relevant benefits may be entitled to a partial remission of charges in instances when parents/carers are asked to contribute towards the cost of a residential school visit. The list of relevant benefits has been aligned with the Free School Meals criteria. Any parent who thinks they may qualify for Free School Meals entitlement should contact the school office who will provide them with an up to date list of the criteria and provide further support in completing the necessary paperwork.

The following headings detail the main areas of additional activities which St Christopher aims to provide, together with the school's policy regarding charging for these activities.

### **Residential Visits**

These are visits which require the pupils taking part, to spend one or more nights away from their usual overnight accommodation. In these circumstances schools can charge for travel, board and lodging but the charge must not exceed the actual cost for the pupil. Children of parents in receipt of Free School Meals will be asked to make a reduced contribution towards the cost of the travel, board and lodging.

Other costs and activities can be funded by voluntary contributions. These costs may include an appropriate element for:

- Accompanying staff board and lodging costs
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Entrance fees to museums, castles and other places of interest

### **Visitors to enhance curriculum**

No charge is made for visitor(s) activities taking place during school hours.

### **Music Tuition**

The school will charge for individuals or groups of two or more to receive instrumental or vocal tuition where the parent or carer has requested the tuition. This charge may also include an element for hire of any instruments.

### **Breakages**

The school is permitted to ask parents to pay for the cost of replacing a broken window or defaced, damaged or lost resources where this is the result of a pupil's behaviour.

### **Childcare**

We will charge families for any childcare in our Nursery which is not eligible for government funding, with the level of fees being agreed by the Governing Body. There is no subsidy available for fees.

### **School Meals**

No charge will be made for pupils entitled to free school meals or for pupils in KS1 who are eligible for Universal Infant Free School meals. Parents must apply to the Local Authority for free school meals. School admin staff can assist parents in applying. We will charge all pupils not entitled to free school meals an amount determined by the school and the contractor providing the meals service.

### **Day Trips**

Parents will be asked for a voluntary contribution to help cover the cost to the school. This will be to cover transport and admission costs.

Policy reviewed February 2023