

ST JAMES' C. of E. SCHOOL

CHARGING AND REMISSION POLICY

At St James' C of E Primary School we believe in the concept of the learning community and lifelong learning. Through our teaching we aim to equip children with the skills, knowledge and understanding necessary to become independent learners, with the ability to make informed choices about the important things in their lives. We believe that appropriate learning and teaching experiences help children to continue to develop and explore their potential

Rationale

No charge can be made for education during school hours, including any materials, books, instruments or other equipment. No charge can also be made for education provided on any visit that takes place during school hours, or outside school hours if it is part of the National Curriculum, religious education or the syllabus for a public examination. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day; nor do they include any time outside the school sessions when activities that are part of the Extended Schools initiative may take place. These activities include, but are not limited to, Breakfast Club and after school clubs.

Roles and responsibilities

The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Headteacher.

In our school, monitoring the implementation of this policy has been delegated the Finance and Premises committee.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate support in relation to this policy and its implementation.

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Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

Exception

There is an exception to the rule about not charging for activities in school hours. Charges may be made for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. There is currently no charge for music lessons, although this will be reviewed in the light of financial constraints each year and any changes will be explained in full to parents and pupils.

Chargeable activities

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:

- Educational or other activities provided wholly or mainly outside school hours, which are not:
 - (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.
- (Note: This could include before and after school clubs run by the school).
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

Voluntary Contributions

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These can be undertaken with voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents may be asked to make voluntary contributions to school trips, visits or for

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practical activities such as Design and Technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution may be sought.

Residential Activities

No charge is made for a residential activity taking place largely during school time where this charge is for the cost of travel or education which is part of National Curriculum or a public examination syllabus being followed by the pupil.

Charges can be made to cover board and lodging. Children of parents who qualify for Pupil Premium may have the right to claim for support towards meeting these charges. This can be done by contacting the school office.

Breakages

In cases of wilful or malicious breakages or damage to equipment, or the loss of school books on loan to children a charge may be appropriate. In these cases the Headteacher will consult with the Chair of the Governing Body to decide if a charge should be made. Each incident will be dealt with on its own merit and at their discretion.

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