

Charging and Remissions Policy

Approved by:	Governing Body	Date: 30th January 2024
Date:	January 2024	
Review date:	January 2025	

1. Introduction

Our vision is this:

'Through the love of God, we protect our school community. Together we trust, hope, persevere and flourish on life's great adventure'.

At St Paul's C.E. Primary School, we believe the children benefit from educational visits, journeys, visitors attending school and extra-curricular activities. We follow government regulations on charging. When an event takes place during school time, we ask families of children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, visits may be cancelled.

2. Aims

The aim of this policy is to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

3. Procedures

- Transport and admission costs for swimming lessons during school hours will be met by the school.
- Instrumental and music tuition costs, which are part of the National Curriculum will be met by the school.
- The school may request voluntary contributions towards the cost of some activities planned during school hours. Where parents are asked to make a voluntary contribution towards the cost of an activity, which takes place during school hours, or towards school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
- On residential trips that take place wholly, or mainly, during school hours, the school will ask for voluntary contributions for associated costs, including board and lodgings, at the actual cost of the provision.
- Children whose parents are in receipt of some specific support payments will have a free school lunch entitlement when they are on a trip, which is over lunchtime.
- Visits to places of worship that take place to support the Religious Education Curriculum will be paid for by the school.
- The school may recover the full costs for educational or enrichment activities provided wholly or mainly outside school hours, which are not part of the National Curriculum or Religious Education Syllabus. This could include before and after school clubs run by the school.

4. **Voluntary contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

5. **Remissions Policy**

On residential visits, there will be no charge for board and lodgings for pupils whose parents/guardians are receiving benefits listed by the Department of Education as being exempt. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

6. **The Pupil Premium Grant**

This will be used to subsidise residential visits where parents in receipt of the appropriate benefits have asked for their payment to be waived.

7. **The School Fund**

We do not want any child to miss these valuable experiences. The school voluntary fund can subsidise the cost up to 15% of the total cost of any day trip, at the schools' discretion, so that the entire class can benefit.

8. **Payments**

All payments to school are made via Parentpay. Cash donations are accepted for specific events, for example, charity fundraising days, school fayres etc.

9. **Legislation and guidance**

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.