



ST. ANDREW'S CE (VA) JUNIOR SCHOOL



"Promoting Excellence Within a Caring Christian Community"

Charging and Remissions Policy

1 Review and Ownership

The Charging and Remission policy has been written by St Andrew's CE (VA) Junior School.

The policy has been reviewed and agreed by the senior leadership team and approved by governors.

The policy will be reviewed annually or when any significant changes occur. All amendments to the policy will be discussed in detail with all members of staff.

Title	St Andrew's CE (VA) Junior School Charging and Remission Policy
Version	1.1
Date	05.10.17
Author	St Andrew's CE (VA) Junior School
Approved by Headteacher	23.01.18
Approved by governing body	23.01.18
Next review date	January 2019

2 Introduction

Modification history			
Version	Date	Description	Revision author
1.0	March 17	March 17 update	EB/AJ
1.1	October 17	October 17 update	ES

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and visiting performers.

3 Voluntary contributions

The following is a list of additional activities organised by the school, which enrich the curriculum and educational experience of the children. The school

invites parents to contribute to the cost of the trips. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. 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.

This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips abroad;
- musical events.

Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and the school will provide this information on request.

4 Residential visits

Residential visits in school time or mainly school time provide education directly related to the National Curriculum. The school does not make a charge for the education and travel expenses of these visits. However, we do make a charge to cover the costs of board and lodging. Parents who receive:

- Universal Credit in prescribed circumstances;⁶
 - Income Support (IS);
 - Income Based Jobseekers Allowance (IBJSA);
 - Support under part VI of the Immigration and Asylum Act 1999;
 - Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
 - The guarantee element of State Pension Credit;
 - An income related employment and support allowance that was introduced on 27 October 2008
- Income Support, Income-based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit provided the parent is not entitled to working tax Credit and whose annual income does not exceed £16,040 or Guaranteed State Pension Credit, are permitted to be exempt from payment. These parents must inform the school.

5 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

The music service provides peripatetic music teachers who teach individual or small group lessons. Children are charged for these. The school gives parents information about additional music tuition at the start of each academic year.

6 Swimming

The school organizes swimming lessons for identified groups of children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are going to take place and notify them of the equipment they will need.

7 Clubs

We charge for some clubs in order to cover the costs of provision for the activity. Costs can include travel, staffing and/or resources among other items.

8 Breakfast Club

The school offers a Breakfast Club which runs from 8.00am – 8.45am each day during term time and is available to any child attending the school. Children are provided with breakfast and supervised activities. We make a charge for this service and parents are invoiced monthly in advance as per the Breakfast Club booking form.

The Headteacher may allocate places in the Breakfast Club free of charge or at a reduced rate for children of members of staff and/or families who have been identified as needing additional support. These places are allocated at the discretion of the Headteacher and will be agreed on a case by case basis.

9 Remissions

We will refund voluntary contributions towards trips in the event of pupils being ill or otherwise unable to attend the visit due to no fault of their own. Parents need to make a request to the school. We will not refund contributions where a child is refused permission to attend a school visit due to his or her own poor behaviour.

10 General Charges – Dinner Money, Uniform etc.

Most increases and charges will be decided by the school office staff and SMT. Increases in dinner money will be decided by the appropriate committee of the governing body.

11 Damage or Lost Property

For damage which is caused deliberately and the person responsible is identified, the costs will be charged to the parents by invoice for the full amount of repair/replacement.

When school property is damaged or lost, eg reading books, parents will be asked to reimburse the school for the cost of a replacement.