

**St. Andrew's CE (VA) Infant School and St. Andrew's CE (VA)
Junior School**

Charging and Remissions Joint Policy



Title	St Andrew's CE (VA) Infant and Junior Schools Charging and Remission Joint Policy
Version	1.5
Date	May 2024
Author	St Andrew's CE (VA) Infant and Junior Schools
Approved by Executive Headteacher	May 2024
Approved by governing body	May 2024
Next review date	May 2025

Modification history

Version	Date	Description	Revision author
1.0	March 17	March 17 update	EB/AJ
1.1	October 17	October 17 update	ES
1.2	July 19	July 19 update to joint schools policy	ES (SBM)
1.3	May 2022	Reviewed and amended Head Teacher to HOS	ES/LR
1.4	May 2023	Reviewed and amended in line with DoE document	NS
1.5	May 2024		JH

Charging and Remissions Joint Policy

1 Review and Ownership

The Charging and Remission policy has been written by St Andrew's CE (VA) Infant and Junior Schools in line with guidance from the Department for Education document, 'Charging for school activities' (May 2018)

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.

2 Introduction

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 any of the following benefits are permitted to be exempt from payment. These parents must inform the school:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - household income must be less than £7,400 a year (after tax and not including any benefits you get)

5 Music tuition

Parents can request music tuition for their child. A charge is made for music tuition, which is provided by peripatetic music teachers. The peripatetic music teachers teach individual or small group lessons. The music service makes a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

6 Swimming

The Junior School organises 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 schools offer a Breakfast Club which runs each day during term time and is available to any child attending the schools. 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.

Breakfast Club charges are decided by the Governing Body.

The Head of School 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 Head of School and will be agreed on a case by case basis.

9 Kids Club

The schools runs an after school Kids Club which runs until 6.00pm every day during term time. The Kids Club is held at the Junior School and is open to children from both the Junior and Infant Schools. We make a charge for this service and parents are invoiced monthly in advance as per the Kids Club terms and conditions.

Kids Club charges are decided by the Governing Body.

The Head of School may allocate places in Kids 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 Head of School and will be agreed on a case by case basis.

10 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.

11 General Charges – Dinner Money, Uniform etc.

Most increases and charges will be decided by the School Business Manager and SMT.

Increases in dinner money will be agreed by the governing body.

12 Damaged 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 may be asked to reimburse the school for the cost of a replacement.