



**St Mary's CE Primary School**  
Felsham Road  
Putney

# **Charging and Remissions Policy**

*At St. Mary's we aim to provide a high quality education to enable every child to reach their full potential within an inclusive and nurturing Christian community*

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we at St Mary's CE Primary school will do our best to ensure a good range of visits and activities is offered and try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Admissions**

There is no charge for admissions to St Mary's CE Primary School. Parent/carers are asked for a contribution to the Governors Fund on entry.

### **School Meals**

Pupils who are not entitled to free school meals will be charged a set amount per meal. The daily cost rate for school meals are agreed at the start of each academic year by the head teacher and finance committee.

There is no charge for children who are entitled to free school meals.

### **Voluntary contributions**

The school, school governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled, all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

### **Activities that take place during school hours**

There is no charge for activities during school hours with the exception of music tuition - see separate paragraph.

### **Activities that take place outside of school hours (non-residential)**

There is **no** charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the school's basic curriculum for religious education

### **Extra Activities**

The school **will** charge for optional extra activities provided outside of school time that is **not**:

- part of the National Curriculum
- part of religious education

The head teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set termly by the head teacher and the finance committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating plus any additional running costs\*. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

\*When calculating the cost of optional extras an amount may be included in relation to any materials, books, instruments, or equipment provided in connection with the optional extra activity. These also include:

- non-teaching staff
- teaching staff who leading optional extra activities
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **Residential Trips/Activities**

The school **will not** charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

**The school will charge for:**

- **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge an amount up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.

- **Additional staffing costs**  
Will apply where staff are working days outside of their normal working pattern in order to facilitate the residential activity/trip.
- **Travel**  
Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.
- **Activities**  
The school may charge for residential activities that fall **outside** of school hours

### **Music Tuition within School Hours**

St Mary's CE Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum. This includes instruments, music books and exam fees.

St Mary's CE Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

### **Damage to property and breakages**

Where school property has been wilfully damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head teacher and will be dependent on the situation.

### **Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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

### **Notes**

\* Children who receive (IS) or (IBJSA) in their own right are also eligible to receive free school meals.

\*\* Parents/Guardians who are in receipt of Child Tax Credit and have an annual taxable income in excess of £16,190 are not eligible for free school meals.

\*\*\* Parents/Guardians who are in receipt of Pension Tax Credit and have an annual taxable income in excess of £16,190 are not eligible for free school meals.

NB Where a parent is entitled to Working Tax Credit during the four-week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to free school lunches. It should be noted that children who receive "education suitable for children who have not attained compulsory school age" will still need to satisfy the additional requirement of "receiving education both before and after the lunch period", before being eligible to receive free school meals.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The head teacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and head teacher.

### **Inability or unwillingness to pay**

St Mary's CE Primary School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Advertising**

A donation of £20 will be requested for advertising via the school newsletter to any outside person or agencies.

### **Links with other School Policies and Practices**

This policy links with and should be read in conjunction with a number of other school policies, practices and action plans including:

- Financial Code of Practice
- Financial Controls
- Scheme of Delegation
- Debt Recovery Policy

### Consultation and Participation

The policy has recently undergone a comprehensive and rigorous review and rewrite.

### Monitoring and Review

Staff and Governors will then review this policy once every year as well as responding to trends that suggest the need for earlier review.

Policy last reviewed by:

Name: **Mrs Sue Abraham – School Business Manager**

Date: **February 2017**

Formally adopted by Governors: **February 2017**

Suggested Date of Next review (Annually): **February 2018**