



ST. JUDE'S C.E. PRIMARY SCHOOL CHARGING & REMISSIONS POLICY

*Our children
Our St Jude's family
Happy Inspired Loved
The sky is not the limit
Ready for today prepared for tomorrow*

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

Definition

The school day is defined as: 9am – 12.30pm and 1.15pm – 3.30pm. The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.
The Governors will review the policy every three years.

School visits, workshops and activities

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip of activity as long as parental consent has been given.

If appropriate and funds allow, the school or PTA may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Children who are identified as pupil premium are charged half the cost of the trip or activity.

Residential Visits

The school organises a residential visit for year 6 children every year. Parents will be charged for this trip. Parents are requested to meet payments throughout the year. The school will support parents with budget planning in order to ensure that children can attend. Where possible, additional funding may be used to support families with payment (For example The Walcott Foundation). If payments are not met the child may lose their place on the trip. The cost of this trip includes board and lodging, transport, materials, entrance to any sites visited, insurance and charges for any activities to be experienced and part of the costs of non teaching staff.



Music Tuition

All children study music as part of the Music National Curriculum. We do not charge for this. For children who play the recorder in year 3 and 4, parents are expected to purchase the instrument and music book.

Swimming

The school organises swimming lessons for one or more year groups of children. Lessons take place in school time and are part of the National Curriculum. All children are expected to take part. We do not ask for contributions to cover the costs.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education).

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. The list is not exhaustive:

- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Musical events

Activities not run by the School or Local Authority

When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such an organisation may charge parents.

Charging of other items

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials or equipment (eg recorder, batteries etc. if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.



Printing costs

Paper copies of policies are available to parents from the school office. Parents that request copies of their child's Educational Record, will be charged a fee of £20.00 to cover the administrative cost including the folder and photocopying.

Extra-curricular clubs

Parents will be charged for clubs to cover the staff costs and running costs, as well as use of resources. These costs are included in the termly club booklet.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Late fines

To cover staffing costs, there is a charge for children who are collected late at the end of the school day or collected late from an after school club or activity. (Please see the Appendix 1 and after school procedures for further information)

Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Other Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

Remissions

If the parent/guardian of a pupil is in receipt of income support, income based jobseeker's allowance, support under part V1 of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland



Revenue, that does not exceed £13,230), charges in respect of board and lodging may be partially remitted.

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Review

There will be a 3 year review of this policy by the full governing body.

Adopted by the Governing Body at the meeting dated 25th January 2017.



APPENDIX 1 AFTER SCHOOL ARRANGEMENTS AND PROCEDURES – FINES FOR LATE PICK UP

Time	Action	Charges
3.20pm	School gates open at the end of the school day.	
3.30pm	School ends <ul style="list-style-type: none"> - Parents/carers collect KS1 children - KS2 children may go home alone with parent's written permission - If there is a change in arrangements parents must inform us in writing 	
3.30pm – 3.45pm	Registered After School Clubs (Whippersnappers) collect children and leave the premises	
3.45pm	Gates to school playground locked by staff who are on duty. Parents and carers please leave the playground promptly as gates must be locked to ensure our site is secure.	
3.45pm	Uncollected children taken to Main Reception by the teaching assistant on duty and parents telephoned. Late pickups are recorded in the late book by the teaching assistant.	
3.50pm [20 minutes late]	Late pickups are recorded in the late book by the teaching assistant. Please provide a reason for the delay, so that this can be recorded.	£5.00 charge per child each time child collected at or after 3.50pm.

After school late procedures

Late collection twice in the same week	If you are more than 15 minutes late in collecting your child TWICE in the same week, the late collection fee will also apply.	£5.00 charge per child if child collected at or after 3.45pm twice in one week.
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After School Clubs	Please collect your child on time (normally 4.40pm unless otherwise stated). A charge will apply for children collected at or after 5.00pm. If children are collected after 5.00pm on more than 2 occasions they will no longer be able to attend the club. Continued lateness will jeopardise your child's place in a club.	£5.00 charge per child applies for late collection from after school activities.
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