



St Jude's Church of England Primary School Charging and Remissions Policy 2020 - 2021

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

1. Aims

Our school aims 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

2. 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.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

4.2 The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.



4.4 Parents

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

- Admission applications and appeals
- Education provided during school hours (including the supply of any materials).
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

5.3 Residential visits

- Education provided on any visit that takes place outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education

6. Where charges can be made

Below we set out **what the school can charge for**.

6.1 Education

- Early year's provision – a voluntary contribution is requested from class teachers in reception to cover some arts and crafts activities
- School trips – a contribution is requested to cover entry fee and travel costs

6.2 Residential visits

- Residential trips - a contribution is requested to cover board and food for the year 6 residential trip.
- In some cases, the costs are covered by the Walcott Foundation and the PTA.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible; these typically relate to school trips or an educational event such as a maths workshop.



There is no obligation for parents to contribute, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

- After school club – to cover costs of adult supervision, club equipment, and overheads
- School journey – to cover costs of adult supervision, transport, accommodation, and leisure activities

See Annex 1 for breakdown of charges.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year in June each year.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question. Remissions should be approved annually by the Resources Committee with regards to major activities such as School Journey.

If the parent/guardian of a pupil is in receipt of income support, income based jobseekers' allowance, support under part VI 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 £16,190), the Headteacher may remit all or some of the charges in respect of board and lodging for a residential trip.

The Headteacher may decide not to levy charges for specific pupils in respect of a particular activity or trip, if it is deemed to be reasonable in the circumstances.

See Annex 1 for details on charges made and remissions offered.

10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year. At every review, the policy will be approved by the Resources Committee.



Annex 1

St Jude's C of E Primary School Charges for 2020 2021 with Remissions

Item/Activity	Charge	Remission – if in receipt of PP
School Meal	£3.00 per meal per child £4.00 per meal per adult	No charge N/A
After School Club Clubs run every term (1hr after school)	£40.00 per child per term	50% discount £20 per child per term

This policy will be **annually** reviewed by the Resources Committee for approval by the Governing Body.

Policy History

Date reviewed by governors	9 th March 2021
Next review	March 2022

This policy has been agreed by the governing body of St Jude's School on **9th March 2021** and supersedes all previous policies relating to this area.

Chair of Governors: Geraldine O'Brien

Signed: *Geraldine O'Brien*

Date: 9.3.21



St Jude's Church of England Primary School