



*“Loving and Learning for Life, as Jesus taught us.”*

## **Leonard Stanley C of E Primary School**

### **Charging and Remissions Policy**

**Title: Charging and Remissions Policy**

**Person(s) who created policy: Head teacher /Governing Body**

**Date reviewed: January 2021**

**Review Frequency: Annual**

**Date for next review: January 2022**



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### **CHARGING POLICY:**

Leonard Stanley C.E. (Aided) Primary School wishes to provide all children with the best possible educational opportunities within the funds allocated by the Education Authority.

The law states that education during school hours is free of any compulsory charge to parents. The school supports this policy fully. However, there are valuable learning opportunities, which we can only undertake with voluntary contributions from parents. (e.g. trips and certain class activities such as cooking and design and technology projects particularly when the children may wish to take completed products home with them.) These activities can only take place if there is sufficient voluntary funding, whilst ensuring that no child is disadvantaged solely by the inability or unwillingness of parents to contribute.

At Leonard Stanley C.E. (Aided) Primary School, voluntary contributions may be requested for trips, outside visits or expert visitors. However if a parent or carer cannot contribute and the trip has funding enough to go ahead, their children will normally still be included. Where voluntary contributions are requested or a charge made, written details will be provided by the school to all parents, including the nature of the activity and whether the activity can go ahead without contributions being received. We aim to apply the policy consistently and fairly, giving parents notice of costs, and for residential trips such as Y6 PGL, the opportunity to save through a scheme.

The school must judge whether or not a proposed activity is a viable proposition dependent on voluntary contributions. Prior to any request for payment, parents may receive a letter seeking information about interest in the proposed activity and the proposed number of parental voluntary contributions.

- Within school hours all contributions from parents must be voluntary.



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- No compulsory charge will be made to parents in receipt of FSM / Pupil Premium where their child is taking part in any activity legally classified as happening in school time.

- For trips/visits outside school hours (e.g. residential trips) parents will be charged fully for the allowable costs\*, as well as board and lodging. A reduced charge will be made to parents in receipt of FSM whose children are eligible for the Pupil Premium subject to availability of funding and at the discretion of the Head Teacher and SENDCo subject to Pupil Premium allocations.

\*(Allowable costs = The pupils’ travel and subsistence; materials, books, instruments and other equipment; non-teaching staff; costs of teaching staff who are separately engaged for the visit/activity; entrance fees to museums, castles, theatres etc; insurance costs.

- A charge is made by the music tutor for those children whose parents wish them to have music tuition during school hours in addition to the charge made for the hire of the instruments. The charge may be covered by the school from its Pupil Premium Budget for those pupils who are eligible. The same charging guidelines apply to those parents who wish for their children to attend Out of School Club or Breakfast Club.

- Charges for any activity may be waived or reduced for children whose parents make application to the Headteacher.

- The School may charge for activities outside normal school hours such as sporting events, weekend visits and residential trips.

- Parents or carers may be asked to pay for breakages, loss or damage to school property that is caused as a result of their child’s behaviour.

- It is our policy that we cannot normally guarantee a place for a child on a trip or activity (outside of school hours) if payment is not submitted to the school before the deadline stated in the explanatory letter.

- Charging for private use of the photocopier and telephone will be up to the Head Teacher’s discretion. Occasional use of the photocopier or telephone by staff will be

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allowed. However prolonged users will be asked to pay for their usage. Photocopying charges will be levied on the public coming into the school to use the photocopier. The Head and Office Manager will agree the photocopying charges.

- The Governors are required to keep this policy under review. The review will take place annually.

For further information, please refer to:

**Charging for school activities (Departmental advice for governing bodies, school leaders, school staff and local authorities)**

**May 2018**