



**Charging and Remissions Policy**

Date created: November 2012

Date ratified: October 2017

Signed:

A handwritten signature in blue ink, appearing to read "Jens", is written above a horizontal line.

Chair of Governors

Signed:

A handwritten signature in black ink, appearing to read "E.M. Gardner", is written above a horizontal line.

Headteacher

Date reviewed: October 2017

Name of reviewer: Rebecca Chew

## **Introduction**

There is no charge for admitting pupils to St. Giles' Primary School. The policy is written following guidelines from the Local Authority regarding under what circumstances charges, either voluntary or compulsory may be requested.

## **Voluntary Contributions**

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip.

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, we would not deny the child the opportunity to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit, using money from sponsored activities held throughout the school year; we usually make this clear when sending out the information regarding the trip. Occasionally the PTA support the funding of specific trips.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- ☺ Visit to museums;
- ☺ Sporting Outdoor adventure activities;
- ☺ Visits to the theatre;
- ☺ Musical events;
- ☺ Places of interest relevant to topic work;
- ☺ Residential visits;

## **Residential Visits**

Schools are permitted to charge for the cost of board and lodging during residential trips. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours children whose parents are in receipt of the following support payments will, in addition to having free school lunch entitlement, also be entitled to the remission of these charges:

- ☺ Income Support;
- ☺ Income-based Jobseeker's Allowance;
- ☺ Support under part VI of the Immigration and Asylum Act 1999;
- ☺ Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- ☺ Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- ☺ Guarantee element of state pension credit

### **Instrumental Music Lessons**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons on behalf of the Music Service. Parents in receipt of income support may receive remission by completing the appropriate claim form; this remission will be funded 50% by Shropshire Music Service and 50% by the school. We give parents information about additional music tuition at the start of each academic year. By signing the agreement parents and pupils are committing to music lessons and half a term's notice of cancellation must be given in all cases to comply with the terms of the music service.

### **Swimming**

The school organises swimming lessons for all children in Upper Key Stage 2 (year 5 and 6). These take place in school time and are part of the National Curriculum. There is no charge to parents for either the swimming lessons or the transport to and from the baths. We inform parents when these lessons are to take place.

### **Before and After School Activities**

The school offers a variety of after school clubs, details of which are available on our website. There is a small charge (£3) per session for those clubs managed by a member of the school staff, in order to cover the cost of staffing the club, the school does not wish to make a profit for these clubs. The school also employs a number of external sport coaches, who run after school clubs. These clubs are managed directly by the coaches and therefore any charges for these clubs are made by the coaching company, who will have their own charging arrangements.

If your child is in receipt of Pupil Premium funding, the school will use part of this money to fund one free after school club per term for your child.

The school runs a Breakfast Club from 7.30a.m. every morning, further details of which are available from the school office or the website. The charge for this is £3.50 per session (if you have more than one child that attends, subsequent children are charged at £3 per session). This charge includes breakfast for all children who attend before 8.20a.m.

Date of next review: October 2018