



## Charging and Remissions Policy

### Introduction

The Education Act 1996 establishes that education for registered pupils should be free of charge if it:

- a) takes place in school hours;
- b) is outside school hours but is required as part of the National Curriculum or is part of the statutory religious education.

The only exceptions are:

- a) A charge can be made for tuition provided individually or to a group of pupils in a musical instrument, provided that the tuition is provided at the request of the pupil's parent. If tuition forms an essential part of the National Curriculum, then it must be provided free of charge.
- b) The school may charge for materials used in school where the parent indicates in advance that s/he or the pupil wishes to own the finished article which incorporated those materials.
- c) A charge may be made for board and lodgings on a residential trip, provided the charge does not exceed the cost to the school of the board and lodging in question.
- d) A charge may be made for education provided out of school hours as an optional extra. There should be by prior arrangement by the parent to the pupil's participation and to payment of the charge. The charge in respect of any individual pupil may not exceed the actual cost of providing the activity in question (which may include an element for travel, board and lodging, materials, books, instruments and other equipment, insurance costs, entry fees, etc.) divided equally by the number of pupils participating in the activity.
- e) The charge for a pupil may not include a share of the cost of remission for any pupil for whom the governing body agrees to remit the charge.

### Voluntary Contributions

The school is entitled to ask for voluntary contributions to provide an activity that would otherwise be prohibitive due to the limits of the school budget. This includes visits (both internal and external). The cost is calculated at the exact amount that it costs per child and does not include a subsidy for a child unable to pay. No child is excluded due to an inability or unwillingness on behalf of the parent to pay. Parents are advised however that if insufficient contributions are received the activity may be cancelled. Children who receive free school meals are not expected to make voluntary contributions.

### Equal opportunities

St Paul's Junior School is committed to equal opportunities for all pupils.

When a child is in receipt of free school meals parents are notified in writing that whenever a request for a contribution is made, they will not be required to pay. They will still receive the letters and information so they are aware of what is taking place and so that they can give consent if needed. Currently Pupil Premium funding provides a limited amount of money so children in receipt of free school meals at any time over the last 6 years have full access to the curriculum and all other enrichment and extra-curricular activities. This can be used at the discretion of the school for any activity that would be of interest/benefit to the child either as part of the school day or for external activities including events during the school holidays.

### Other children in need of assistance

There may be children whose parents have advised the school that they are experiencing financial difficulties and are unable to meet any or part of the cost of an activity. These cases are treated on an individual basis.

### Residential visits

The school currently has one residential visit per year for Year 6 children. This is an optional activity and alternative provision made for children who do not participate.

Parents are expected to meet the full cost of the visit for it to be viable. However there are exceptions and help is available for those in need. The cost is broken down into 2 parts: board and lodging and the cost of the activity. Board and lodging is fully chargeable and the activity and transport is a voluntary contribution.

For those in receipt of free school meals the whole cost is met through a combination of St Paul's Parish Rooms Trust funding and an amount held by the school in a designated fund for that purpose. *Other parents experiencing difficulties are encouraged to pay as much as they can reasonably afford and each case is considered individually and on receipt of a written request for help.*

**Activities outside school hours**

The School recognises the valuable contribution that a wide range of additional activities, including clubs and visits, can make towards a pupil’s education. The school has a variety of clubs that operate before or after school and some during lunchtime. Some clubs are free but for others parents meet the full cost. Children with an EHC plan and those in receipt of free school meals are able to join a club if they wish and the school will meet the cost. In calculating the cost of these activities an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- The cost of buildings and accommodation;
- Non-teaching staff employed by the school for additional hours specifically to provide the optional activity.

**Berkshire Maestros Music Tuition**

Parents can make private arrangements with Berkshire Maestros for a child to learn a musical instrument. Lessons take part during the school day and the parent bears the full cost of the activity.

**Materials for Practical subjects**

A voluntary charge for the cost of materials may be requested when pupils wish to take home items that they have made. This is to enable replenishment of the consumable resources.

**Library books**

A charge may be made for lost or damaged books.

**Damage to school property**

Parents should be aware that a charge may be made for willful damage to school property.

**History**

Date	Reference	Amendments
March 2020		<b>Clarification of costings for outside school of hours activities</b>