

# ST GABRIEL'S C OF E PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Introduction

This document is a statement of the aims, principles and strategies for charging and remissions at St Gabriel's C of E Primary School.

### A. Aims

**Our aims in developing this policy are:**

- To ensure that as many children as possible are able to access all the provision on offer.
- To ensure transparency in setting charges and making remissions.

### B. Principles of Charging and Remissions

We believe as many children as possible should have equal opportunities to benefit fully from school activities, both on and off site, within and beyond the curriculum, regardless of their family's financial means.

We understand that pupils whose parents receive one of the support payments below are legally entitled to remissions where specified in law:

- Income support (IS)
- Income based jobseekers allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit or working tax credit
- The guarantee element of state pension credit
- An income related employment and support allowance that has replaced incapacity benefit

### C. Charging and Remissions

Activity	Charging	Remissions
<b>Admission</b>	No charge is made for admission to St Gabriel's C of E Primary School	n/a
Activity	Charging	Remissions
<b>Uniform</b>	Parents/carers must provide pupils with the correct school uniform and P.E. kit. We have purposely chosen the constituents of our uniform to be widely	n/a

	and cheaply available in all major supermarkets and stockists.	
<b>Activities and/or education provided for pupils during school hours (including the supply of books or resources)</b>	No charge is made for activities and/or education during school hours (9.00 – 3.30 p.m.)	n/a
<b>Ingredients or materials used during activities and/or education during school hours (e.g. D.T. projects)</b>	A voluntary contribution may be requested towards the cost of special ingredients or materials in cases that the pupil will take home and own the finished product.	n/a
<b>Swimming during school hours</b>	The school will pay for all children in Year 3 to have swimming lessons. No charge will be made to parents carers but they will be expected to provide their child with a swimming costume, hat, towel etc.	n/a
<b>Activity</b>	<b>Charging</b>	<b>Remissions</b>
<b>Sports day</b>	The school will pay for the hire of Battersea Park Track for our annual sports day. No charge will be made to parents/carers.	n/a
<b>Photographs</b>	The school arranges for a professional photographer to visit the school twice per year, once to take individual and sibling group photos and once to take class photos. All pupils are sent proofs of the photos but there is	n/a

	no compulsion to purchase them.	
<b>Music and/or vocal tuition during school hours</b>	No charge will be made for music tuition that is part of the National Curriculum and which takes place during school hours. A contribution will be charged for the loan of the school's musical instruments for use in the home. This will be used to pay for incidental equipment such as guitar strings.	No deposit will be requested from Looked After Children.
<b>Music and/or vocal tuition outside school hours</b>	A charge may be made for music tuition that takes place during the school lunchtime or before or after school or during the school holidays. The charge will be determined at the time and will be dependent upon the cost of provision. No profit shall be made.	No charge will be made for Looked After Children.  Subsidised places may be made available at the Headteacher's discretion
<b>Activity</b>	<b>Charging</b>	<b>Remissions</b>
<b>Examinations</b>	No charge will be made for the entry fee for examinations that are statutory and for which the pupil has been prepared at the school during normal school hours.  ----- An examination fee may be charged examinations that are non-statutory or for which the pupil has not been prepared during normal school hours. none	n/a  ----- none
<b>School meals</b>	No charge will be made to pupils who are entitled to free school meals (FSM) and whose	

	<p>parents/carers maintain up-to-date paperwork regarding the claiming of FSM.</p> <p>-----</p> <p>A charge may be made to pupils who are entitled to free school meals (FSM) but whose parents/carers do not maintain up-to-date paperwork regarding the claiming of FSM after having been reminded to do so by the school office.</p> <p>Pupils who are not entitled to free school meals will be charged the full current rate for each meal take as set annually by the Local Authority.</p>	At the Headteacher's discretion
<b>Activity</b>	<b>Charging</b>	<b>Remissions</b>
<b>After school clubs</b>	A charge of per child, per club is made for attendance at all after school clubs with the exception of 'homework' and choir. The amount will be stated on the letter at the beginning of each term. All the money raised is used to pay for staffing or resourcing for clubs; no profit is made.	
<b>Before and after school study support and/or educational interventions</b>	No charge will be made for pupils who are requested to attend before or after school provision aimed at improving their attainment or narrowing the gap between the least able and most able pupils.	n/a
<b>One day trips and visits</b>	The school will aim to minimise the cost of trips and visits by	Pupils whose parents/carers cannot or choose not to make a

	<p>ensuring use of the TfL free travel for school children website and by taking advantage of free museums, galleries and places of interest. Where it is not possible to avoid some cost to parents/carers a voluntary contribution will be sought towards the total cost of the trip/visit. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned.</p>	<p>voluntary contribution will never be excluded from attending the trip or visit and will not be treated any differently from those whose parents do make a contribution.</p>
<b>Activity</b>	<b>Charging</b>	<b>Remissions</b>
<b>Residential trips and visits</b>	<p>Pupils in Year 6 are invited to participate in a residential visit to Sayer's Croft Outdoor Activity Centre in Ewhurst, Surrey. Pupils are required to pay for the trip. The amount will be stated in the letters to parents when they are informed of the dates of the trip.</p>	<p>All pupils, regardless of whether they are eligible for free school meals or not, are informed that the school may further subsidise the cost of the residential visit if they are unable to pay. This is done by application and each case is considered individually following discussion with the child's parent/carer. The school will not let an inability to pay the full amount for the visit prevent a year 6 child participating.</p>
<b>Damage to property and breakages</b>	<p>Parents/carers may be charged for loss of school equipment e.g. non return of reading books, wilful damage to</p>	<p>The Headteacher will decide on charges for wilful damage on a case-by-case basis at her discretion based on</p>

	school property or equipment (e.g. reading books not taken care of at home) or property/equipment belonging to a third party where the school has been charged.	evidence determined through investigating how the damage came about, the extent of the costs incurred and the ability of the family to meet those costs.
<b>Activity</b>	<b>Charging</b>	<b>Remissions</b>
<b>Fundraising for charities</b>	From time-to-time throughout the year we ask the children to come to school wearing a particular colour or outfit in support of a charity e.g. Jeans for Genes day, Children in need, NSPCC, Comic Relief etc.	Pupils whose parents/carers cannot or choose not to make a voluntary contribution will never be treated any differently from those whose parents do make a contribution and will not be prevented from taking part in the charity events at the school.
<b>Governors' fund</b>	As a Church of England Primary School we request a voluntary contribution towards the maintenance of the school building and premises. Parents will be informed of the charge in the first newsletter of the academic year.	Pupils whose parents/carers cannot or choose not to make a voluntary contribution will never be treated any differently from those whose parents do make a contribution.

**Policy agreed by the finance committee on 29<sup>th</sup> April 2016**

**Signed:**

**To be reviewed Summer 2018**