



# St Peter's C of E Primary School

*'Learning to Light the Way'*

## Charging and Remissions Policy

Person Responsible for this Policy	School Business Manager
Governor Responsible for this Policy	Chair of Resources
Team Responsible for this Policy	Resources Committee
Date Approved	Summer 2024
Season to be Reviewed by	Summer 2025
Policy Reference	DFA06

Built upon courage, compassion and respect, excellence in learning and ambition in teaching, our school lights the way to a world of possibilities.

With relationships at our core, we nurture every individual. Each unique contribution is valued. All flourish, making a difference as global citizens and as a beacon in our local community.

The Governors and Staff of St Peter's Church of England Primary School believe our school policies help us to continuously improve the school and ensure that each child is valued and encouraged. We recognise that all children have potential and through the school policies we aim to create a caring and well-ordered environment in which our school family can learn and develop.

Being a Church of England Primary school means we embrace the following Christian Values, which guide all aspects of school life and underpin our school policies.

**Courage**

**Compassion**

**Respect**

**Matthew 5: 14-16**

'A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven

The purpose of this policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 8.55am until 3.25pm. School hours do not include the break in the middle of the school day.

The policy has been informed by the Department for Education guidance 'Charging for School Activities' (May 2018).

The **Headteacher** will ensure that staff are familiar with and correctly apply the policy. The **Governors** will review the policy annually.

### **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or small groups of pupils to play a musical instrument – see below.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example:

- Swimming
- School Trips
- Visiting Theatre Groups

In these circumstances no pupil will be prevented from participating because his / her parents cannot or will not make a contribution, and the school will ensure that parents on low incomes and in receipt of the benefits listed on page 2 of this document are made aware of the support available to them. If insufficient funds are available it may be necessary to curtail or cancel activities.

### **Optional Activities outside of the school day**

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or do not form part of the school's basic curriculum for religious education. At St Peter's we will charge for optional, extra activities provided outside of the school day for example Sports clubs, cookery club, judo, contributions to art club.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

### **Residential Activities**

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the National Curriculum or religious education,

no charge may be made either for the education or for the cost of travel. However, charges can be made for board and lodging in these circumstances, except for pupils whose parents are in receipt of eligible benefits.

### **Music Tuition**

There is an exception to the rule about not charging for activities in school hours. Charges may now be made for teaching either an individual or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing, provided that the tuition is provided at the request of the pupil's parent. This includes individual guitar and wind instrument lessons.

### **Replacement School Property**

A charge may be made for replacement of any item of school property that is lost or damaged e.g. reading books, stationery items, music books for recorder club, musical instruments on loan from the school.

### **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

**Eligible Benefits** (listed in DfE guidance 'Charging for School Activities' May 2018.)

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Income related Employment and Support Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- the guaranteed element of Pension Credit;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit;
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

**This policy was agreed at the Resources Committee meeting on Thursday 16<sup>th</sup> May 2024. It will be reviewed in Summer 2025.**