

St Helena's Church of England Primary School

*It is our responsibility to learn and achieve our dreams as a family.
Opening minds, widening horizons and developing a better world.*

**Valuing Community, Compassion, Endurance, Friendship, Hope, Respect, Thankfulness,
Wisdom**

Charges and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. Appendix A lists current charges that the school makes.

The policy has been informed by the LA policy and the DfES guidance and complements the school's Finance policies.

Definition

The school day is defined as: 8:50am - 12noon and 1pm - 3:25pm. The midday break does not form part of the school day.

Responsibilities

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 groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips or visits to museums or shows, swimming transport. In these circumstances no pupil will be prevented from participating because their parents cannot or will not make a contribution. [If insufficient funds are available it may be necessary to curtail or cancel activities]

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the

headteacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example theatre visits. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

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 Trips

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits*.

Parents will be told how the charges were calculated.

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.

Parents who would qualify for support are those who are in receipt of eligible benefits*.

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

Music Tuition

In cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

***Eligible benefits**

Universal Credit. From April 2018, free school meals and pupil premium will only be allocated to pupils with a family income under £7400 net per year.

Activities not organised by the school or LA

When an organisation independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. If necessary parents must then ask the school to agree to their children being absent. However, where an activity is organised by a third party and is approved by the school, is educational, or is supervised by somebody authorised by the school, then it is the DfES view that it should be treated as if it were provided by the school. Such an activity, if it takes place outside the school premises, is an "approved educational activity" within the meaning of Regulation 4A of the Education (Pupil Registration) Regulation 1995. This will not be charged for.

Appendix A

Charges for 2023/2024

Year Reception - Year 6

Hot Lunches	£2.20 per day per child (Y3 - Y6)
Hot Lunches Under 7	Universal Free School Meals
Breakfast Club	£2.00 per session per child
Home Learning Hub	£4 per session per child

Little Explorers - 3 & 4 year olds

Hot Lunches	£2.20 per day per child
Breakfast Club	£2.00 per session per child
3pm - 3:30pm	£2:50 per session per child
Home Learning Hub	£4 per session per child