

# **ST. ANDREW'S C OF E PRIMARY SCHOOL**



## **CHARGING & REMISSIONS POLICY**

Autumn 2018

# St Andrew's C of E Primary School Charging Policy

## Introduction

The Governors of St Andrew's C of E Primary School have agreed to the Charging Policy as set out, which has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

## School Trips

1. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (please see section 9)
2. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
3. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
  - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
  - b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## Activities Outside School Hours

4. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
5. For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## Damage/Loss to Property

6. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or

materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Voluntary Contributions**

8. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **Lettings**

9. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee

### **Remissions Policy.**

10. If the parent/guardian of a pupil is in receipt of
  - Universal Credit
  - Income Support (IS);
  - Income Based Jobseekers Allowance (IBJSA);
  - 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 (Financial Year 2013/14);
  - the guarantee element of State Pension Credit;then charges in respect of board and lodging will be remitted in full.
11. The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

12. The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.