



St Edward's Church of England
Primary School

Charging and Remissions Policy

January 2017



St. Edward's Church of England Primary School

CHARGING AND REMISSIONS POLICY

1.0 AIMS OF ST EDWARD'S SCHOOL

The school aims to achieve a happy fulfilled community within which:

- lively faith and Christian values permeate all that is done;
- the unique qualities of each individual are appreciated and nourished so that potential is fully realised;
- excellence is energetically pursued in all aspects of school life;
- and from which young people are able to live rich, satisfying lives with the desire to witness and contribute to society.

2.0 INTRODUCTION

This policy is based on Havering's policy for charging and remissions and therefore fulfils statutory requirements in relation to reporting information to parents.

Given that all schools are now responsible for their own budgets under the Fair Funding scheme of financial delegation charging and remission is in the main a matter for governing bodies, subject to compliance with the statutory requirements as described above. The Authority's policy would only be directly relevant where it had used its powers to suspend financial delegation. In that event the Authority's policy, as set out below, would operate. However, the main purpose of the policy is to provide useful guidance for Governing Bodies who may adopt without amendment or with such variations as they think fit, providing that they comply with the law.

3.0 INDIVIDUAL MUSIC TUITION

Most lessons are provided by the Havering Music School or a private teacher who invoice parents directly.

The School invoice parents for colourstrings music tuition in Reception Year, Year 1 and Year 2.

The school does not make a profit for providing music lessons. Payments are made on a termly basis and parents are notified of the current charges before the start of each financial year.

The school will cover the cost for a pupil who is in receipt of Free School Meals or for whom the school receives Pupil Premium Grant.

4.0 SWIMMING

The school organises swimming lessons for all children in Reception Year to Year 6. These take place in school time and are part of the National Curriculum. The school makes no charge for this activity. However, parents are invited to give voluntary contributions which go towards the cost of maintaining the swimming pool.

5.0 BOARD AND LODGING

Where a school activity requires pupils to spend nights away from home, the school will make a charge for board and lodging in all cases whether or not the residential trip is deemed to have taken place in school hours.

The school will cover the cost of board and lodging for a pupil who is in receipt of Free School Meals or for whom the school receives Pupil Premium Grant.

6.0 RESIDENTIAL VISITS

Charges will be made for the costs of such visits as these will be largely out of school time and are not required by the National Curriculum.

7.0 CHARGING FOR FINISHED PRODUCTS

A charge may be levied, although this is not generally the case, to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

8.0 PUBLIC EXAMINATIONS

Children at St Edward's Primary School do not take part in public examinations that incur any costs.

9.0 NON RESIDENTIAL VISITS

For non-residential visits parents will be invited to make a voluntary contribution towards the cost. The contribution will be based on the cost of transport, entrance fees, insurance costs and any additional staff costs. All such requests will clearly state that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently. Parents will be advised at the planning stage that the visit is dependent upon the voluntary contributions and without sufficient contributions the particular activity will not take place.

The school will cover the cost for a pupil who is in receipt of Free School Meals or for whom the school receives Pupil Premium Grant.

10.0 VOLUNTARY CONTRIBUTIONS

The school will from time to time invite parents and others to make voluntary contributions towards the cost of special activities within the school day. As in the case of non-residential visits, all such requests will clearly state that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently.

11.0 EDUCATION OUTSIDE SCHOOL HOURS

Parents will be charged for activities that happen outside school hours where a cost is incurred by the school e.g. use of an outside provider for a sports club.

12.0 BEFORE AND AFTER SCHOOL PROVISION

Currently, the school does not offer before or after school childcare facilities.

13.0 REFUNDS/RETURN

If, in the unlikely circumstance we had over-estimated the cost of a visit or an activity, any excess of above £2.00 per child would be returned via ParentPay.

14.0 HARDSHIP

In extreme cases of hardship, either temporary or ongoing, where an individual concerned, does not meet the criteria to receive Free School Meals, or for whom the school does not receive Pupil Premium grant, the school may waive certain payments due to the school. This is considered on an individual basis, at the discretion of the Head Teacher.

15.0 MONITORING AND REVIEW

This policy will be monitored and reviewed annually by the Leadership and Management Committee and the outcomes will be recorded in the minutes of that group to ensure that all governors are informed of any changes to policy and practice.