



ST. MARY'S ISLAND

*Church of England (Aided)
Primary School*

Charging and Remission Policy

Date adopted: *December 2016*

Date for next review: *December 2018*

Committee/Person responsible for this document: *Governing Body*

Charging for Education in maintained schools

Charging for educational activities in schools is covered by the Education Reform Act 1988. The objectives behind the provisions are to maintain the right to free school education, to clarify the law and to maintain valuable optional provision.

The basic principle is that education for registered pupils in maintained schools should be free of charge if it:

- a) takes place in school hours (ie the hours when the school is in session not counting the midday break)
- or,
- b) is outside school hours but is required as part of a syllabus for a prescribed public examination, or is part of the National Curriculum, or part of the statutory religious education.

Definition of charges

The charges to which the act refers, are those levied by governing bodies or LAs, but not other bodies, and which are payable by pupils or their parents. It permits charges for such activities as school book club, after school clubs or youth organisations, which might be given access to the pupils via the school.

“No Charge”

The act makes clear that ‘no charge’ includes admission to the school and the cost of materials, books, instruments or other equipment. ‘Equipment’ does not include clothing.

Voluntary Contributions

Voluntary contributions can be requested for any of the school’s activities. Schools must make it clear that there is no obligation to make a contribution and that no pupil whose parents do not make a contribution will be treated differently on this account.

The Governing Body of St Mary’s Island Primary School have agreed that all children should be asked to make a voluntary contribution each year to meet certain optional extras children have access to. This includes swimming, visitors, performing arts, science and theatre groups.

The Governing Body also reserves the right to ask for a contribution or to make a charge in the following circumstances for activities organised by the school: school journeys, visits and activities, individual instrumental tuition and the cost of materials for some subjects.

If not enough voluntary contributions are received to make the activity possible, and there is no other way to get funds, then the activity may be cancelled.

All letters to parents will include the following sentence:

“The school is no longer in a financial position to fund school trips therefore unless all payments are received the trip will be cancelled”.

Administrative charges

Administrative charges of £20 will apply for completion of non-statutory forms i.e: Passport renewal, Home Office Citizenship etc.

Extended School Fees

Extended School Fees for both Breakfast and After School Club will be reviewed annually and parents will be informed accordingly one term in advance.

Should an increase be necessary this will be in keeping with inflation and the rise of costs including – staffing, utilities, food, waste disposal, consumable resources, equipment etc. Our Extended School provision, as childcare, cannot be subsidised by our delegated budget; which is for the education of all our children.

Fees will be payable in advance for each session, using Parentmail or cash at the school office. Late payment will incur a charge of £25 per week.

A more detailed breakdown of Extended School charges can be found in the Breakfast Club and After School Club section on our website.

These will be reviewed by Governors on an annual basis.

Residential Visits

Education outside school hours, which does not fall into any of the 'no charge' categories, may be charged for. Parents must agree to their child participating and be willing to meet any charge.

Any charge made cannot exceed the cost of provision for each pupil. It can include a proportion of the transport cost, board and lodgings, materials and equipment; also non-teaching staff costs and the appropriate proportion of teaching staff costs where a teacher or instructor has been engaged specifically for the purpose of providing the activity, eg a swimming instructor.

If the LA includes a provision in the delegated budget to cover all or part of the provision of an activity for which charges can be made, the governing body could still decide to make a charge.

Signed: **Mrs C Easton**
 Mrs C Easton (Headteacher)

Signed: *Mr S Farrin*
 Mr S Farrin (Vice-chair of Governors)
 On behalf of the Governing Body

Ratified by the Governing Body: December 2016