ST PETERS & CLIFTON INFANT CE VE PRIMARY SCHOOL

Charging & Remissions Policy

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Contents

1.	Introduction	Page 3
2.	Prohibition of Charges	Page 3
3.	Voluntary Contributions	Page 3
4.	Residential Visits	Page 4
5.	Music Tuition	Page 4
6.	Remissions Policy	Page 4

Introduction

St Peter's & Clifton Church of England VC Primary School is committed to being open, honest and accountable. It encourages a free and open culture in its dealings between all stakeholders the school. Tackling problems is vitally important to maintaining the Christian ethos and foundation of the school and delivering to the Church of England's vision for education 2016- Deeply Christian Serving the common good.

This policy has been written in accordance with the DFE's guidance on Charging for School Activities May 2018. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy is monitored by the governing body and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- Education provided during school hours (including the supply of any materials, books, instrument or other equipment)
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport provided in connection with an educational trip.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

As a school we adhere to guidance however as a matter of course and courtesy to busy parents we will send a reminder letter if no payment is received.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras':

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Musical events
- Events in school for example, theatre group visits and workshops.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel and activity expenses as these are beyond the scope of our main school budget. A payment scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

The school organise residential visits which can be run in school time or out of school time. These residentials are to provide activities that do not directly relate the to National Curriculum. Therefore, the full cost of these residentials will be charged to parents which include activities, travel, board and lodgings.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

After School Clubs

All children attending after school clubs will be charged a small fee to assist the school budget to cover the staffing costs to run the clubs.

After Hours Childcare – Little Learners

In accordance with the school's Attendance Policy, any parent/carer who have reached Stage 3 of **the Late Collection by parents** procedure outlined below, will be liable to pay Little Learners directly (a private childcare provider on the school site) their current hourly rate. A minimum of one hour will be charged for their service.

The school will implement a 3 stage process to manage persistent late collection of pupils. The triggers will be 3 occasions in a rolling 4-month period and this will be monitored by the Attendance Officer.

Stage 1 - this will be triggered by a parent/carer after 1 occasion of being late to collect their child/children at the stipulated collection time. The child/children remains in their classroom until 15:30 after which they are brought to the school reception office area and the parent/carer are contacted. The late occasion must be recorded in the PM Late Book in the Admin Office.

Stage 2 – This will be triggered on the 2nd occasion of being late to collect their child/children. Follow the same procedure as stage 1 and when parent/carer collects their child/children they are given a contract to sign which will allow the school to send their children to Little Learners if it reaches stage 3.

Stage 3 – On the third occasion within the same rolling 4-month period, the child will wait in their classroom until 15:30 after which they will be taken to Little Learners by the class teacher to be collected their by the parent. The contract signed at stage 2 will come into effect and the parent will be charged an hourly rate by Little Learners.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered some assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- Income Support
- Income based Jobseeker's Allowance
- Income related Employment Support Allowance
- Support under Part IV of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit - if you have a yearly household income of less than £16,190 (as assessed by HM Revenue and Customs) and you do not get Working Tax Credit
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working tax Credit)
- Universal Credit, provided you have an annual earned income of no more than £7400

The Governors recognise the value that extra curricula activities have for all children. If lack of finance prevents your child attending an event parents are encouraged to speak in confidence to school staff or directly to Governors via the Clerk to discuss the possibility of ex gratia support.