



Be the best I can  
in the love of Christ

# Policy for Charging and Remissions

## At St. Mary's School we aim to:

- Create a caring Christian community in which everyone is valued and able to learn and grow together;
- Inspire all our children to develop enquiring minds and a lifelong love of learning;
- Release potential through a broad and creative curriculum;
- Sustain an environment in which independence, respect and resilience will flourish;
- Nurture strong relationships between home, school, church and the wider community;
- Empower the children to become responsible local, national and global citizens.

**"Be the best I can in the love of Christ"**

## **1. Introduction:**

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Resources Committee.

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2. The aims of this Policy are to:**

1. Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
2. Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **3. Activities without charge:**

There will be no charge for the following activities:

1. Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
2. Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
3. Instrumental and music tuition, which is part of the National Curriculum or the KS2 Wider Opportunities.
4. Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

## **4. Chargeable activities:**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

1. Educational or other activities provided wholly or mainly outside school hours, which are not:
  - (a) Part of the National Curriculum.
  - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

2. Board and lodgings on residential visits (subject to remission arrangements).
3. Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
4. Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
5. Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
6. Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

## **5. Voluntary contributions:**

The school may ask for voluntary (non-refundable) contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

1. Any children of parents who do not wish to contribute will not be treated any differently.
2. Where there are insufficient contributions to make the activity viable, the activity will be cancelled

## **6. Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving Pupil Premium Grant.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

In order to remove financial barriers from disadvantaged pupils the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

## Appendix

### EXAMPLE LETTER ONE

Dear Parent,

During each school year pupils, as part of the curriculum, may make certain articles out of materials provided by the school. There are also occasions when specific books, equipment or instruments might be acquired for pupils.

At times, parents might wish to own such items, and it is possible for these to be purchased from the school at a price equivalent to the cost incurred by the school.

If you are interested in buying any items, please either detach and return the slip below indicating your wish to make a purchase or write to me at any time during they year. You will be told the cost of any item in a note which your son/daughter will bring home. Payment would become due immediately. Naturally, if you do not wish to own any particular article, your child will not be disadvantaged in any way as the school has a duty to provide all materials and equipment to ensure an effective delivery of the National Curriculum.

If any parents is interesting in owning materials or equipment, but feels unable to meet the cost at present, please do not hesitate to make an appointment with me to discuss how a resolution might be achieved.

## EXAMPLE LETTER 2: Visit letter

Dear Parents/Carers

Year X visit to XXX Centre

Date XXX

To support our summer topic on XXX we are planning to take the Year X class to visit the XXXX Centre on XXX.

The voluntary contribution for this trip is £XXXX per pupil to cover return coach travel, entrance to the Centre and a hands-on workshop.

Children for whom the school receives Pupil Premium Grant are automatically exempt from payment. For other children, this is a voluntary payment so please do not hesitate to get in touch with us, in confidence, if you have any financial concerns. Unfortunately, however, the school does not have allocated money within the school budget to cover trip/visit costs. Therefore, if there are insufficient voluntary contributions overall, we may have to cancel this trip.

By paying by ParentPay, your consent is automatically given on payment. We would be grateful if you could make your payment in this way by XXX. Please note that payments are non-refundable.

We hope to venture outside during the course of the day and possibly eat our lunch on the beach, weather permitting. (Note: the children will not be paddling). The children will need to come into school at the normal time. The coach will depart at around XXX and will return by the end of the school day. The children do not need to wear school uniform but should wear casual clothing and footwear suitable for a day trip. They should bring the following:

- Sun hat and sun lotion or suitable rainproof clothing, as necessary
- Drink in a plastic bag please
- Spare plastic bag to sit on

You will need to provide a backpack labelled inside with your child's name for the day. If you would prefer, you can attach some other means of identification that your child will recognise (eg a distinctive ribbon, keyring).

If you are available to help us, and have a valid DBS certificate carried out on behalf of the school, please indicate this on the reply slip below - we will contact you if you are needed.

Please note that those pupils who have 'opted-in' will receive a packed lunch from The Easy Lunch Company. Parents will have to provide a packed lunch for those pupils who have 'opted-out'.

Should you have any queries or concerns about this trip, or about the costs involved, please do not hesitate to contact the school office where the matter will be dealt with in the strictest confidence.

Thank you for your continued support. This should prove to be an enjoyable and educational day out for the children.

Yours sincerely

## EXAMPLE LETTER 3

Dear Parents/Carers

### **Residential Trip to XXX Date to Date**

We are pleased to confirm that, due to the very positive uptake regarding the above trip, we now feel that the trip is viable and are in a position to finalise our booking at the XXX centre, for departure XXX returning XXX at a price of **£XXX per pupil**.

**The deposit payment of £XX is showing on your ParentPay account and payment must be made by XXX.**

Once deposit payments are paid, the remaining amount will appear on your account, which can gradually be paid in multiple and variable amounts to suit yourself up until the beginning of XXX so long as your payments are in-line with the scheduled amounts shown below:

- Initial deposit of £ XXX
- A further payment of £ XXX due on or before XXX
- A further payment of £ XXX due on or before XXX
- A further payment of £ XXX due on or before XXX
- Balance of £ XXX due on or before XXX

#### **Important Notice**

**All part payments must be paid by the date shown on the schedule above and any part payments cannot be refunded should you decide you no longer wish your child to take part in this trip. XXX do not refund any monies paid to them.**

**If you have any queries concerning the above, please do come in and speak to us.** All enquiries will be dealt with in the strictest confidence.

Included in the above price is :

- Return travel from school, all coaches are fitted with lap belts, via XXX
- Full-board accommodation (though we do require you to supply a packed lunch on the day of departure)
- A full programme of on-site activities
- All entrance fees to places of interest
- Full comprehensive insurance

We will be staying at XXXX which is a XXX owned and managed centre in XXX. We have stayed at this centre for many years running now. Each day will be a combination of local excursions to XXX, the markets of XXX, the WWI cemetery at XXX, a visit to the local bakery (where the children make their own croissants), amongst others, plus on-site activities such as orienteering, nature trails, a mini assault course and evening entertainment provided by the XXX staff.

This will be a most enjoyable trip for the children and we appreciate your support and financial commitment. Thank you.

Yours sincerely