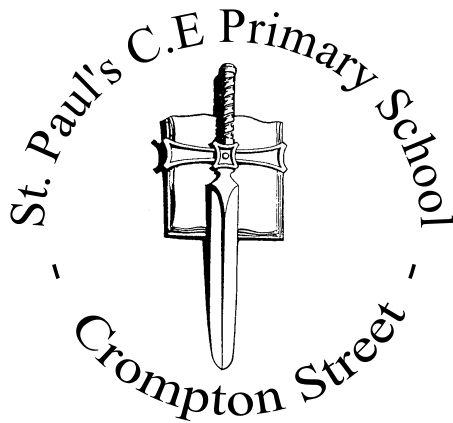


# St Paul's Charging and Remissions Policy

**2023-24**



**Approved by:**

Governors

**Date:** October 2023

**Last reviewed on:**

05/10/2023

**Next review due by:**

October 2024

## Purpose

This charging and remissions policy informs staff and parents about charging for school activities. It conforms to the requirements of the Education Reform Act 1988.

## Key Responsibilities

### Finance committee

- Will review and amend the charging policy on behalf of the governing body
- Will be responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy (with the headteacher)
- Will monitor whether actual income is in line with anticipated income

### Headteacher

- Will be responsible for the implementation of the charging policy and the determination of any individual case arising for the implementation of this policy (with the finance committee)
- Will provide reports for the finance committee

### School Business Manager

- Will provide effective financial administration enabling efficient budget management by the headteacher
- Be responsible for the collection, banking and checking of monies
- Will ensure that best value principles are used in organising trips and visits
- Be responsible for booking and organisational arrangements

## Related documents

Following the requirements of the Education Reform Act of 1988, no charge will be made for books, materials, equipment or instruction of the National Curriculum or statutory Religious Education, except where parents have indicated in advance a

wish to purchase the product.

### Principles

At St Paul's CE Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and the use of our facilities

- A charge is made for board and lodging, activities and transport costs on residential visits (Parents must agree to charges before children undertake the activities).
- A voluntary contribution not exceeding the actual cost is made for off site curricular activities (school trips and visits). No child is excluded from any such activity on the basis of non contribution.
- A voluntary contribution may be asked for activities wholly or partly in school time which otherwise would be prohibited by cost
- A voluntary weekly contribution of £1 is asked for by parents (no more than £2 if there are more than two children in school). This is used to pay for trips and visits, visitors to school, end of term treats, cookery ingredients and enriching activities within school. Those who contribute to school fund will not pay for school trips, or will have a reduced rate dependent on the cost of the trip.
- A charge may be made for activities wholly or mainly outside school hours which are not part of the National Curriculum or statutory Religious Education
- Parents are asked to make a voluntary contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- Class based specialist teaching and recorder lessons will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be charged to parents. This will not exceed the actual cost of the lessons. Parents will be expected to hire or buy their child's own instrument.

Support is available towards part or all the cost of the activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit.