



St Nicolas and St Mary CE Primary School

Charging and Remission Policy

Reviewed: June 2017, July 2019

Next Review Date: March 2021

*Journey together,
guided by God,
to do the best we can.*

1. Funding of additional Activities

The governors appreciate the support from parents, friends, businesses and other organisations who have given generously to the school. This has enabled us to enrich learning opportunities and the wider life of the school for our pupils.

2. Charging and Remissions

The Governors are required to formulate a specific policy on charging and remissions. The policy is subject to review and modification by the Governors at any time.

3. Voluntary Contributions

The Headteacher may ask parents for a voluntary contribution towards the cost of any activity which takes place during school hours, school equipment and school funds generally. Where there are not enough voluntary contributions to make an activity possible or to make a purchase, and there is no way to make up the shortfall, then the activity or order will be cancelled. The Senior Leadership Team (SLT) can exercise discretion in accordance with individual circumstances in remitting some charges or requests for voluntary contributions, where this is possible.

4. Residential Trips

The school will charge for the cost of board and lodging during residential school trips and ask for voluntary contributions (please see above) towards the cost of activities. Parents/carers may request a modest reduction for the cost of board and lodging where their child is eligible for free school meals as their child will be entitled to free lunches.

5. Ingredients and Materials

The school may charge for ingredients or materials (either in kind or by payment) in cases where parents or pupils have indicated that they wish to own the finished product.

6. After School and Breakfast Club

The school charges for attendance at after school and breakfast clubs. The governors set the charge for this in consultation with senior staff.

7. Little Fishes Nursery

Parents will be charged for sessions attended where central funding is not available (e.g. where parents have used up their "free" sessions or where the child is not yet eligible for funding).

8. Clubs and Extra Curricular activities

The school may charge for attendance at clubs and other extra curricular activities that take place before school, lunchtimes or after school. The school may offer attendance at one club free of charge for families in receipt of free school meals at the discretion of the SLT who will be proactive in contacting families as appropriate.

9. Late Collection of Children

Children should be collected promptly from school, nursery and/or clubs to avoid distress and anxiety for the child and to ensure that school staff are able to get on with their duties. In the event that a child is picked up late, the parent will be charged a £10 fine per hour, or part thereof, per child. Members of the Senior Leadership Team have the discretion to waive the fine but if the child is regularly (more than three times per term) picked up late then fines will be issued. Any parent who does not pay the fines will no longer be able to use the after school club.

10. Instrumental Music Lessons

A charge will be made for the costs associated with instrumental music tuition.

11. Personal Care Items

Parents will be asked to provide personal care items e.g. nappies, baby wipes, spare clothing. Where these are provided by the school, parents will be asked to make a voluntary contribution towards the cost.

12. Sensory Items

The school may suggest the use of sensory items to help children in the classroom e.g. chewy toys. Generally, the school will provide the first item and if successful will ask parents to make a voluntary contribution towards the cost of additional items.

13. Refunds and Remissions

Please put any requests for a refund or remission (cancellation) of a debt, charge, or penalty, in writing so that it can be considered. Refunds and remissions are given at the discretion of the Headteacher, School Business Manager and/or the Governing Body, with reference to any specific policies and procedures relating to the item and situation concerned. For example refunds are generally given if an educational visit is cancelled but would not be given if your child missed the visit due to illness.

Examples of Parental Contributions

- Parents are usually asked to donate towards the cost of cooking activities.
- Some DT projects which have expensive components (e.g. electrical motors) if pupils wish to keep them.

- Parents who choose to send their children on residential trips must pay the full amount for board and lodging (unless the child is entitled to free school meals as detailed above).
- School visits are paid for by parents.
- Parents who allow their children to join a fee-paying club pay the required amount. Some parents may be able to use "Childcare Vouchers".
- Fundraising items (e.g. Recipe Book) are paid for by parents if they wish to purchase the items.
- Other items for sale e.g. school uniform, water bottles and photographs are paid for by parents as appropriate.