

# STEPHENSON MEMORIAL PRIMARY SCHOOL



## Charging & Remissions Policy

Reviewed by Finance Committee 4<sup>th</sup> February 2019

Approved by Governing Body 19<sup>th</sup> March 2019

# **Stephenson Memorial Primary School**

## **Charging and Remissions Policy**

The Governing Body is committed to the general principle of free school education. It recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of a student's education.

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school:

### **Optional Residential Activities Held During School Hours**

Charges may be made for the board and lodging and travel element of those residential activities which take place during school hours.

### **Optional Activities Held Out of School Hours**

These will sometimes include day and residential experiences. Charges may be made for these activities except where they are provided to fulfil statutory duties relating to the National Curriculum.

### **Optional Activities**

Any charge made in respect of individual pupils will not exceed the actual cost of the optional activity, divided equally by the number of pupils participating. It will not include any subsidy for other pupils whose parents are unwilling or unable to pay the full charge, it will also not include any charge for Supply Teachers who will cover those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. It is therefore important that Parental agreement is a necessary prerequisite for the provision of any optional extra where charges will be made.

### **Examination Fees**

No charge will be made for a prescribed public examination for which a student has been prepared by the school. Charges may be made for re-sitting examinations.

### **Voluntary Contributions**

The Governing Body may invite parents to provide voluntary contributions in support of any school activity, whether during or outside school hours. Whenever possible a limit of £5.00 is to be applied to any request for a voluntary contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled.

## **Breakage and Damage to School Property**

The Governing Body reserves the right to request payment from parents where their children have caused breakages or damage to school property where this is as a result of the student's behaviour.

## **Lettings**

The Governing Body reserves the right to let internal and external areas of the school for community and public use. The lettings fees charged will at a minimum reflect any expenses incurred for running and staffing costs. (See Lettings Policy).

## **The Governing Body have agreed that the following charges will be applied as required**

### **Early Years Centre**

Session charges for Parents accessing our Two Year old provision, who are not entitled to the Government Two Year old funding, will be as follows:

*Morning or Afternoon Session:*

£15 for 3 hours – minimum 2 morning or 2 afternoon sessions per week.

*(5 day discount available to encourage parents to register for 5 morning or afternoon sessions. Currently 5 days are offered at £50)*

Lunchtime session charged at £5

Parents will be expected to pay in advance, payment in arrears for the service will be discouraged.

## **Charging & Remissions Policy**

This policy will be reviewed annually by the Governing Body Finance Committee