

# **St Matthew's Church of England Primary School**



## **Charging and Remissions Policy**

## **Introduction**

This policy has been compiled in line with DfE requirements and adheres to Sandwell guidelines. The governing body recognises the valuable contribution that trips, residential experiences and a wide range of activities make towards personal and social education. The governing body aims to promote these activities as part of a broad and balanced curriculum. These activities may also be offered as additional, optional activities. The Headteacher will monitor and evaluate the administration of this policy.

## **Education**

No charge will be made for education in school hours including books, materials or other equipment. At St Matthew's the school day is from 8.45am until 3.10pm in Reception and Key Stage One, and until 3.15pm in Key Stage Two. Lunchtime is from: 11.30am – 12.30pm for Reception; 11.45am – 12.45pm for Year 1 and 12pm until 1pm for Years 2, 3, 4, 5 and 6.

## **Pupil Premium**

'Pupil Premium' is the allocation of money based on free school meals. However, the school will also use it to support families who have difficulty making full or part payment for opportunities offered by school.

## **Voluntary Contributions**

Voluntary contributions from parents will be requested for school activities in or out of school time for which a compulsory charge cannot be made. No pupil will be excluded because of an inability or unwillingness for a voluntary contribution to be made. School funds are used to support school visits and activities however this is limited and in the event that there are insufficient voluntary contributions to fund the activity then the activity will be cancelled. The headteacher has the discretion to help and support parents facing financial difficulty. Parents in this position should approach the headteacher individually to discuss their particular circumstances and to arrange subsidised and/or staged payment where this is appropriate. The headteacher will decide whether a particular activity is chargeable or not and the level of voluntary contributions required. There is no limit on the level of voluntary contributions sought.

## **School trips and visits**

In the case of a school trip or visit a voluntary contribution will be requested but will not exceed the actual cost of the activity. The headteacher has the discretion to make refunds where appropriate.

The group leader will ensure that parents are notified as early as possible as to:

- the total cost of the visit;
- how much of the cost will come from central funds,
- how much each parent will need to pay .
- how much spending/pocket money pupils will reasonably need (especially important for trips which involve a residential element);

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit. Early notification of the above is important as this allows parents to make financial preparations.

## **Residential visits**

Where there is a charge the school will ensure that no pupil is disadvantaged solely by their inability to pay or unwillingness of the parent to pay. Where parents meet the criteria for pupil premium the school remits over half of the cost of board, lodging and transport for any residential activity that is organised if the activity is deemed to take place within the school hours; this amount is subsidised by pupil premium funding from government. Pupil premium funding may also be used to subsidise the cost of the visit to support families who have difficulty making full or part payment for opportunities offered by school

## **Musical instruments**

No charge will be made for the cost of learning a musical instrument. If instruments are to leave the school premises parents will sign to accept responsibility for their safe keeping and to pay for any repairs/replacements that may be necessary. Pupils are required to treat instruments with respect and care. If any intentional damage occurs parents will be forwarded any invoices, relating to the repair or replacement, to pay in part or full at the headteacher's discretion.

## **After School Clubs**

Participation in any after school club is optional and is based on parental choice and a commitment to collect pupils after the club. There is no charge for any equipment or clothing that is required to take part in an after school club.

## **Damage or loss of property**

Pupils are required to treat any school property or resources with respect and care. If any intentional damage or loss occurs parents will be informed and forwarded any invoices, relating to the repair or replacement, to pay in part or full at the headteacher's discretion. A charge will be levied in respect of wilful damage, neglect or loss of school property belonging to a third party, where the cost has been recharged to the school.

## **Items belonging to individuals**

Upon appointment teaching staff are provided with a laptop and iPad mini. When a contract is terminated, staff will be required to return these items. The Governing Body will not take any responsibility for personal items that are lost, broken or stolen. It will be the headteacher's discretion to decide whether a member of staff is liable for the replacement of any school equipment or resources.

## **School meals**

It is a parental responsibility to ensure that their child has either:

- a school meal that is paid for
- a free school meal
- sandwiches

Pupils in Reception and Key Stage One are entitled to a free meal. Children in Key Stage Two who meet the criteria for pupil premium funding are also entitled to a free meal. All other pupils must either pay for their meal or bring sandwiches from home. The cost of a school meal for pupils in Key Stage Two is £2.30.

If parents accrue arrears that exceed £30 parents will be required to bring sandwiches for their child until the debt is cleared.

### **Breakfast Club**

The charge for breakfast club for the academic year 2018-2019 is £1 per day or £4 for the week.

### **Other charges**

The Headteacher or Governing Body may levy charges for miscellaneous services e.g. the cost of copying specific documents or parents may be asked to make a contribution towards the costs of materials or ingredients for instance when cooking.