



St John's Mead School

Valuing Effort, Valuing Others, Valuing Self

ST JOHN'S MEAD CE VC PRIMARY SCHOOL CHARGING AND REMISSION POLICY

1 POLICY STATEMENT FOR CHARGING AND REMISSION

St John's Mead School wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Education Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents. The school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependant on financial contributions in whole or in part from parents. Without this financial support the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for the pupils. The school's concern is to keep financial contributions to a reasonable minimum.

The law recognises that charges may be made to parents in certain defined circumstances, provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced, or waived for certain pupils. The Governing Body of St John's Mead has decided that until further notice, its policy will be as follows:

1.1 Voluntary Contributions

Voluntary contributions will be requested from parents for:

- participation in activities which are supportive to but not essential for any part of the curriculum e.g. visits to museums, farms, theatres etc and visits by theatre groups etc.
- for visits occurring during school time the school will invite voluntary contributions from parents to meet costs.

It should be recognised that in some cases it will be necessary to cancel an activity if there are insufficient voluntary contributions. However, no pupils will be barred from an activity solely because a voluntary contribution has not been made on their behalf.

Activities will be cancelled if the total of the voluntary contributions received is less than 75% of the voluntary contribution requirement for each activity.

There is no limit on the level of voluntary contributions sought nor any restrictions as to the use made of them.

1.2 Charges

A charge will be made for:

- Visits outside school time. Parents will be charged for all allowable costs.
- Practical activities resulting in an end product which parents/children have expressed a wish to own.
- Individual/small group musical instrument tuition (excluding recorder). (Payable to the school prior to the start of each term).

- Damages and Breakages of any school or third party's property will be charged as part of the schools disciplinary structure.
- Milk provided by the school at the request of parents. (Payable to the school half termly in advance.)
- Residential activities/visits - see below.

1.3 Residential Activities/Visits

1.3.1 During School Time

Voluntary Contributions - Voluntary contributions will be invited from parents to meet costs other than children's board and lodgings.

Charges - Parents will be charged for the full cost of children's board and lodgings. No charge for board and lodging will be made for children whose parents are receiving **eligible benefits**.

1.3.2 Outside School Time

Parents will be charged the full cost of the visit including **allowable costs**, board and lodging.

Charges may be waived or reduced for children whose parents make application to the Head.

No charge for board and lodging will be made for children whose parents are receiving **eligible benefits**.

No charge will be made for pupils using school musical instruments whilst receiving tuition for which a charge has been made.

Although there is no legal obligation to do so the Governors consider it to be good practice to produce an Income and Expenditure statement in respect of activities for which a voluntary contribution or charge has been made.

2 GLOSSARY OF TERMS

For the purposes of this Policy Statement, "parent" is defined as any person having parental responsibility.

2.1 Allowable Costs (Outside of School Time)

Allowable costs include:

- The pupil's travel and subsistence costs.
- Materials, books, instruments and other equipment.
- Non-teaching staff.
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity.
- Entrance fees to museums, castles, theatre etc.
- Insurance costs.

2.2 Eligible benefits

For information regarding eligible benefits refer;
Department of Education web site at www.education.gov.uk

2.3 Determination of School Time

The calculation is based on the number of half days taken up by the activity, including travel, defined as any period of 12 hours ending with noon or midnight on any day of travel, relative to the number of school sessions the participants would have attended had the activity not taken place.

Where 6 or more hours in any half-day is spent on the trip, it counts as a whole half day.

Where half or more of a school session is spent on a trip, the entire session counts in the calculation.

Where the number of school sessions amounts to or exceeds 50% of half days taken up by the activity it is deemed to take place in school hours.