

St.James' CofE Primary School



Charging & Remissions Policy

Reviewed: C Hilton September 2018
Review Date: September 2021 or as required.

Charging Policy

We do not charge for any activity undertaken as part of the National Curriculum.

St James' CofE Primary School is committed to the principle of free public education during the school day for all activities fulfilling the requirements of the National Curriculum, Religious Education and Collective Worship.

There are, however, some activities where exceptions are made and these are listed below: -

Late Collection

Children who have not been collected by a parent or guardian by 3.40pm will be booked into Larks & Owls after school provision which is chargeable at the minimum session charge of £3.00.

Individual Music Tuition

A charge will be made in respect of individual tuition in the playing of any musical instrument. The school currently engages the service of Wardle High School Staff in the provision of music tuition with the exception of drumming which is provided by Mr Ryan Lawrence. The charge is currently £40 per instrument, per term for tuition and a further charge of £25.00 per annum is levied for insurance costs on the instruments which belong to Wardle Academy.

Educational Visits

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

Larks & Owls

A charge will be made for Larks & Owls bookings. It is a set amount for each session and reviewed annually.

These charges are Breakfast Club 7.45am-8.50am £3.00, After School Club – 1 hour £3.00, 2 hours £6.00. Charges are non-refundable if a child does not attend due to illness or other reasons. This is due to the prior purchase of food and staffing costs. A fee will be applied for late collection from 5.30pm onwards at £5.00 for the first 10 minutes (5.30pm-5.40pm) and £5.00 per 5 minute block thereafter, to cover additional staffing costs.

PE/Book Bags

It is expected that every child has a St. James P.E. Bag and children from Reception Class to Year 4 have a St. James Reading bag. A charge of £4.00 each will be made for school PE Bags and Book Bags.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or that form an essential part of the syllabus for an approved examination.

Most other activities outside school hours are currently free of charge with the exception of those for which the school receives a charge – this cost is passed on to the parents.

Residential Visits

When organising a residential visit a charge will be made for the trip which is equivalent to the cost and no more.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources/Staffing Committee and set out in the Finance/Letting Policies.

Bank Charges

Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

Breakages, Losses and Fines

The school reserves the right to ask parents to pay towards the cost of breakages, acts of vandalism, loss of or damage to books where this results from a pupil's behaviour or negligence. Each case is individually assessed before parents are invited to provide restitution.

Cooking, Science and Design Technology

Parents may occasionally be invited to contribute to the cost of cooking, science and design technology activities on a voluntary basis. Items included are materials and ingredients, particularly when the child / parents has ownership of the finished product or the costs of the activity are considered expensive.

Remissions

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by a member of the Senior Leadership Team in consultation with the Headteacher.

School Meals

The cost of a school meal is in line with the Council's recommended charges and is currently £2.15/day. Any increases will be communicated to the parents and guardians in good time for them to send in the appropriate payment. There is currently no charge for Infant school meals due to the Universal Free School Meal provision.

Tuck Shop

Each Junior class will have the opportunity on one day of the week to purchase items from the Tuck Shop. Any surplus money from the tuck shop is used to buy raffle prizes etc. for free raffle draws etc.

Swimming

A nominal contribution of £2.50 per week will be made for the provision of swimming. There may also be an additional charge of £2.50 to cover badges and certificates children earn during the course of lessons.

Miscellaneous

There are occasions when school collects monies in from children for Leavers Hoodies and other such items. On these occasions collected money will be equivalent to the amount paid, no more and no less.