

# ST. AUGUSTINE'S FIRST SCHOOL, DRAYCOTT-IN-THE-CLAY

## **Charging and Remissions Policy**

### **Aim**

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the head teacher.

### **Definitions**

**Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school

**Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends

**External Lettings** – letting to an organisation other than the school

**Remission** – where a charge is not payable, either in full or in part

### **Prohibition of Charges**

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

## **Charges**

- (a) Extra-curricular activities and school clubs.  
After school clubs, run by volunteers, may vary each term. They could include computers, recorders, cookery, choir, gardening, games and sports. A small nominal charge may be made to cover costs if applicable.  
Progressive Sports and Soccerstars provide professional coaches to run after school clubs and determine their own charges.
- (b) Letting of the school premises or grounds  
The school has elected to adopt Staffordshire County Council's guidelines for the Community Use of Premises. Each letting is costed individually, depending upon the facilities required. The letting agreements are kept in the School Manager's Office.
- (c) Photocopying and Laminating  
A discretionary charge is made for private photocopying and laminating. The up to date charges are available from the school office.
- (d) Milk  
Children in the Foundation Stage Class receive free school milk. Milk may be purchased by the rest of the children in school. The up to date charges are available from the school office.

## **Voluntary Contribution**

Parents will be invited to make a voluntary contribution for the following:

- a) visits to museums;
- b) visits to the theatre
- c) visitors to the school

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;  
and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Date of Policy approval \_\_\_\_\_

Date of Policy review \_\_\_\_\_

Policy approved \_\_\_\_\_  
Chairperson