



Chapel End Primary School  
Charges and remissions policy

## **'Mission Statement.'**

**We aim to provide our children  
with the highest possible standard  
of education, through quality  
teaching and learning, in a happy  
caring environment.**

**We will do the best WE can to enable our children to do  
the best THEY can.**

This policy was approved by:	Full Governors
Date	Spring 2021
Review Date	Spring 2022

## **Overview**

The education we provide wholly or mainly during school hours will be free of charge but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school and parents will be free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

## **Intent**

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

## **Implementation**

1. No charge will be made for admitting pupils to school
2. Transport or admission costs for swimming lessons during school hours will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours for example food tasting lessons in Science, or design and make activities in Design Technology.
4. Parents will be charged if they require their child to be provided with milk in Key Stage 2.
5. Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be genuinely voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
6. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
7. On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.
8. Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply where the trip takes place outside of school hours, but it is necessary as part of the national curriculum or the syllabus for religious education.
9. Where music tuition or singing tuition is not an essential part of the national curriculum charges may be made.

10. A school residential holiday outside normal school term time will be an optional activity and will be charged at cost to those parents wishing their children to participate.
11. Where a parent has paid for an activity e.g. a theatre visit and their child is unable to attend a refund will not normally be given. Any exceptions will be solely at the headteacher's discretion.
12. Children who receive Pupil Premium grants are entitled to free music tuition.
13. In cases of willful or malicious damage to equipment by a child, parents may be asked to fund the cost for it to be replaced or repaired.
14. If a child is not collected at the end of the school day and they access the after-school club whilst parents are being contacted, normal after school charges will apply.
15. The charges of £4 per session for access to breakfast club and £6 per session for after school club apply. Late bookings (any booking not made in the week before the required day) are charged at £6 for breakfast club and £8 for after school club.
16. Chapel End Primary School reserve the right to charge a £10 late pick up fee if a child is collected late on 2 or more occasions in an academic year.
17. The use of the school premises is limited to school organised activities and agreed activities with local community groups. Any groups using the facilities will be required to complete a 'Terms of Use' agreement and will include an indemnity statement to indicate that the use of the grounds is 'at their own risk'. Use of grounds is provided free of charge.

### Outcomes and impact:

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.