

ST JUST PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Vision

St Just Primary School believes that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means.

1. Introduction

- 1.1 All education during school hours is free. We do not levy a compulsory charge for any activity undertaken as part of the National Curriculum.

2. Voluntary Contributions

- 2.1 When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to 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.
- 2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.
- 2.3 Parents may have requested to use some or all of their Pupil Premium 'individual pot' to go towards the cost of the trip. All class teachers are aware of this information.

Residential visits

- 3.1 The school organises residential visits during term time.
Only pupils whose parents/carers pay will be eligible to attend. However, the governor's may consider requests for financial assistance from families where there is hardship. In order to make the residential trip more accessible financially to parents/carers, the school office sets up a 'payment card' system whereby contributions can be paid towards residential visits on a regular basis over several weeks.
- 3.2 Parents may have requested to use some or all of their Pupil Premium 'individual pot' to go towards the cost of the trip. All class teachers are aware of this information.

- 3.3 Remission of charges may also be granted to parents/carers experiencing temporary financial hardship at the discretion of the Governing Body.
- 3.4 In the event that there is not enough take-up for a trip or financial contributions do not cover the full cost of a trip, then the school will make the decision as to whether the trip will continue or be cancelled.

3. Music Tuition

- 4.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. Our peripatetic music teachers teach individual or small group lessons. A charge is made for these lessons. Children in receipt of Pupil Premium may benefit from a reduction in costs from the Music Trust Pupil Premium grant – this is separate from the school's Pupil Premium funding.
We provide free taster sessions and information about music tuition at the start of each academic year.

4. Swimming

- 5.1 The school organises swimming lessons for all children in Key Stage 2 and Year 2. Lessons take place in school time and are part of the National Curriculum. We request voluntary contributions towards the cost of pool hire and transport. (£3.00 per week) The cost of swimming lessons is subsidised by the school.
Classes attend swimming lessons on a rota throughout the year. Parents/carers are informed when these lessons are to take place.

5. After School Clubs

- 6.1 The school offers a range of additional activities after school. When led by school staff, these clubs are free of charge for all children at St Just Primary School.

6. School minibus

- 7.1 When children are transported on our school minibuses, a small contribution is requested to cover fuel and maintenance costs and this is included in the cost of the trip. For sporting events, children are not charged for transportation by the school minibus.

7. Photocopying

- 8.1 The school may charge an appropriate sum for any use of the photocopier which is outside normal school usage. (10p per copy)

8. Breakfast Club

- 9.1 The school charges £1.50 per day for Breakfast Club which runs from 8.00am – 8.45am. This charge covers the cost of breakfast and staffing of the club. Parents may have requested to use some or all of their Pupil Premium ‘individual pot’ to go towards the cost of breakfast club. Breakfast club leaders are aware of this information.

9. Charges for community use of the school site

General

All requests to use the school site should be addressed to the Headteacher of the school. She will be responsible for accepting or refusing that booking, but will consult with the Chair of Governors for any request which is for a regular use of the site over more than four weeks.

The site may only be used for educational, social and cultural purposes.

The school will not be liable for any loss or damage to the hirer or their property or any person or persons admitted to the premises by the hirer.

The school requires the hirer to make good any damage caused during the period of the letting. No smoking is allowed on the site.

It is recommended that hirers should have Public Liability Insurance, and this is a condition of booking for any hirer who charges participants for the activity.

Fees

The Governing Body will decide on the fee to be charged for each event or series of events.

Generally, events which involve the school’s pupils will be either free or at low rates to encourage such events to take place.

Events which involve local organisations will be charged at a minimal rate, but one which ensures that the school is reimbursed for any extra expenditure, such as heating and cleaning.

Events run by outside organisations for profit, will be charged at such a rate that the school gains financially at the discretion of the Governing Body.

All organisations must complete the relevant agreement forms before consent is given.

