



**Sir Thomas Abney**  
PRIMARY SCHOOL

## Sir Thomas Abney Primary School

# Charging and Remissions Policy

**Approved by:** Sir Thomas Abney Governing Body      **Date:** November 2017

**Last reviewed on:** November 2017

**Next review due by:** November 2018

## **Introduction**

Sir Thomas Abney School provides free education during school hours for all children in Years N-6 inclusive. This includes material, equipment and any transport provided to carry pupils between the school and an activity. 'School hours' are those when the school is in session and do not include the break in the middle of the school day.

This policy was written using guidance provided by the Department for Education: Charging for School Activities (2014).

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)

## **Education out of school hours**

Parents/carers may be charged for activities which happen outside school hours when these activities are not part of the national curriculum or do not form part of the school's basic curriculum for Religious Education. No charge is made for activities which are an essential part of the syllabus for an approved examination.

The Governors may decide that charges can be made for other activities which happen outside school hours if the parents/carers agree to pay – such as after school clubs, breakfast club and extended after school provision. These are described as 'optional extras'. These cannot go ahead if a significant number of pupils do not make a contribution. A child's place in a club may be taken away if we do not receive payment.

## **Residential Activities**

In Years 4-6 pupils take part in a residential visit and parents are charged for the cost of this in advance. This is a voluntary contribution, however residential trips cannot go ahead if a significant number of pupils do not contribute. A reduced rate may be negotiated for children who qualify for the Pupil Premium Grant.

## **Musical Instrument Tuition**

Charges can be made for teaching a musical instrument either to an individual pupil or groups of up to four pupils if the teaching is provided as an optional extra to National Curriculum. A reduced rate may be negotiated for children who qualify for the Pupil Premium Grant.

## **Public Examinations**

No charge is made for entering children for public examinations e.g. SATs. Pupils must be entered for examinations for which they have been prepared unless the Headteacher thinks there are educational reasons for not entering the pupil. When children are not entered the Headteacher will inform the governing body.

## **Activities not run by the school or LA (extended school provision)**

The school may arrange for activities to take place outside normal school hours i.e. 'optional extras'. Depending on the partner providing these activities there may be a charge to cover the cost of the provider and/or materials required for the activity. The school will ensure the parents/carers are made aware of any charge. A reduced rate may be negotiated for children who qualify for the Pupil Premium Grant.

## **Nursery Top Up**

This is offered to those parents who are not eligible for the 30 Hours of Free Childcare under the Government Scheme. It is an opportunity to pay for the extra 15 hours per week and is subject to availability of places.

## **Request for School Record**

Parents/carers may request a copy of their child's school record and will be charged for the photocopying and postage of the record.

## **Voluntary contributions**

All requests to parents for voluntary contributions (in cash or in kind) must make it quite clear that the contribution would be voluntary. Children whose parents/carers do not contribute will not be treated any differently. If a particular activity cannot take place without some help this should be explained at the planning stage.

If there are not enough voluntary contributions to make an activity viable the activity may be cancelled.

## **Charging policy**

The total charges made for any activity will not exceed the actual cost of the activity. If further funds are needed, e.g. to help with hardship cases, this must be by fund-raising or voluntary contribution.

The charge may include an allowance for the costs of the teacher/instructor from the school who supervises the activity but only if those teachers have been given a separate contract to provide the optional extra. This need not be a formal contract. A simple letter is sufficient asking for the service to be provided.

In the event that the school commissions an external provider the school will endeavour to ensure that provider subsidizes an agreed number of places for children in receipt of Free School Meals.

### **Debts**

If despite all reasonable efforts to support parents/carers in paying off any debt, at the discretion of the Headteacher, the school may consider withdrawing access to paid after school activities

### **List of current charges**

School Meals £1.90 per meal

Twilight Club £8 and £5 concessionary per session

Breakfast Club £2 and £1 PPG per session

Nursery Top Up £60 per week

Instrumental Loan £20 per instrument, per year

Non return of school resources £5 per item

After School Activities £2 and £1 PPG per session

School Record £20.00

School Trip prices set at time of booking

School Journey prices set at time of booking

Review Autumn 2018