

Staple Hill Primary School

Charges, Voluntary Contributions and Remission Policy 2017

Date Approved by Governing Body:

Written by: Governors and Staff, Staple Hill Primary School

Rationale:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

Aims:

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

Guidelines:

- Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing educational opportunity for pupils.
- Private and/or peripatetic music tuition will be charged according to the LA /School Instrumental Lessons policy.
- No pupil will be excluded or treated differently if his/her parent/s or guardian/s are unable or unwilling to make a contribution.
- If insufficient contributions are pledged then the activity may not take place at all. In the event of cancellation for this reason the event will be cancelled for all pupils.
- Where a parent is unable to make the full contribution that is suggested by the school a lesser contribution may be negotiated to ensure some contribution is made towards cost. Making a lesser contribution will not influence the nature of the activity for the individual child.
- The school may subsidise an activity for pupil premium pupils where requested and where non-participation in this activity or receiving this provision is deemed by the school to be a barrier to learning and/or personal development.
- The school may subsidise an activity where there is a shortfall occasioned by insufficient income generated from voluntary contributions. The same applies to the monies held by the Friends of the School.
- Charges may be levied for optional extras outside school hours if charges are levied to the school.
- Charges may include insurance and administration costs.
- No refunds will be given for non-attendance on school trips due to illness etc. A refund will be given if the child is excluded from going on the trip by the school.

- Breakages and damages:
 - parents will be asked to pay if their child deliberately damages school property or equipment.
 - the school may suggest that parents meet the cost of repair or replacement when their child's wilful action has resulted in another child's property being damaged.
- Where a parent or carer is in receipt of the following:
 - Income Support
 - income-based Jobseeker's Allowance
 - income-related Employment and Support Allowance
 - support under Part VI of the Immigration and Asylum Act 1999
 - the guaranteed element of Pension Credit
 - Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit

Their children will be entitled to receive free board and lodgings during residential school trips. The school will inform parents and carers of this entitlement when information about the visit is first released.

Review:

Date	Notes
Nov 09	Reviewed by Planning, Finance & Buildings Committee
Nov 09	Ratified by FGB
Nov 10	Reviewed by Planning, Finance & Buildings Committee
Nov 10	Ratified by FGB
March 2011	Reviewed by Finance & Buildings Committee (Residential trips)
March 2011	Ratified by FGB
10 Nov 2011	Reviewed by Finance & Buildings Committee
24 Nov 2011	Ratified by FGB
8 Nov 2012	Reviewed by Finance & Buildings Committee
22 Nov 2012	Ratified by FGB
7 Nov 2013	Reviewed by Finance & Buildings Committee
21 Nov 2013	Ratified by FGB
13 Nov 2014	Reviewed by Finance & Buildings Committee
27 Nov 2014	Ratified by FGB
Nov 2015	Reviewed by Finance & Buildings Committee
Nov 2015	Ratified by FGB
10 Nov 2016	Reviewed by Finance & Buildings Committee
24 Nov 2016	Ratified by FGB
09 Nov 2017	Reviewed by Finance & Buildings Committee
23 Nov 2017	Ratified by FGB