



Mission Statement

Live, Laugh and Learn

St Cleopas C of E Primary School

Charges and Remissions Policy

Aim

At St Cleopas Primary School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and use of our facilities.

Principles

- We make no charges for national Curriculum and related activities in school time.
- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support is available towards or all costs of an activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit.
- We may charge where it enables or enriches non-statutory extracurricular provision at any time.

Key Responsibilities

Review of policy

- The governing body will review and amend the charging and remissions policy.

Headteacher

- Will be responsible for drafting proposals for charges.
- Will provide reports for the Finance, Staffing and Premises Committee.

Finance Officer

- Will provide effective administration to enable efficient budget management by the headteacher.

Procedures

1. Off-site extracurricular activities

A voluntary contribution not exceeding the actual cost will be requested. If sufficient funds to undertake the visit are not met the visit may not take place. No pupil shall be excluded by reason of inability or unwillingness to make a voluntary contribution.

2. On-site activities:

Curriculum Enriching Activities

Musical Instrumental Teaching

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met by charges to parents. Charges are set on an annual basis and paid termly in advance. Parents will not be expected to hire or buy their child's instrument.

Extracurricular Clubs

A charge may be levied for the participation of extracurricular activities to meet the costs of materials and staffing needed.

Residential Study Visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees. Parents must agree to the charge before their child undertakes the activity.

Damaged or lost School Property

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

Breakfast Club

There will be a charge of £1 per child for each day of Breakfast Club. There is no charge for those in receipt of free school meals.

School Meals

With the exception of Reception to Year 2 children, who receive universal free school meals, and those entitled to income related free school meals in Years 3-6, there is a charge of £1.90 per day for school meals.

September 2021.