

St. James CE Primary School



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Charging & Remissions Policy

Flourish
Respect Courage
Friendship Develop
Strong Growth
Community StJames' Strive
God Trust Kindness
Freedom Perseverance
Unique
DeepRoots Positivity
WholeChild
Responsibility

Statement of Vision and Values

In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from the Parable of the Sower and how this links to our children and their journey with us.

Our School Vision:

Within our community we strive to develop deep **roots**, strong **growth** and freedom to **flourish** as a unique and whole child of God.

Matthew 13 - The Parable of the Sower – ‘... but the seed falling on good soil refers to someone who hears the word and understands it.produces a crop, yielding a hundred, sixty or thirty times what was sown.’



Values

We decided at St James CE Primary School that **Kindness and Respect** are values which we feel underpin our vision and are incorporated in all we do and say – so therefore these two values will be taught alongside all the other six values we have chosen.

½ termly focus	Value
Autumn 1	Responsibility
Autumn 2	Friendship
Spring 1	Perseverance
Spring 2	Trust
Summer 1	Courage
Summer 2	Positivity

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Aims

St. James CE Primary School aims to provide the best possible education for its children. Following changes to school funding and increasing costs, the school has updated its charging & remissions policy in order to maintain its provision and to ensure the school uses current funding wisely. We aim to have robust and clear processes in place that are clearly set out, identifying the types of activity that can be charged for and when charges will be made.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Legislation and guidance

This Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in the Governors' Handbook Section 6.7.5 and is based on advice from the Department for Education (DfE) on [charging for school activities](#) as well as [the Education Act 1996](#), sections 449-462 (of which set out the law on charging for school activities in England).

Charges

In accordance with these guidelines St. James CE Primary School:

- Will not charge for books, materials, equipment and instruction in connection with the National Curriculum or Statutory Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product
- Will not charge for any day-to-day activities which take place in School time, apart from instrumental tuition for individual pupils or pupils in groups of up to four.
- May charge for special School-Time activities by inviting parents and others to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who do make contributions.

St. James CE Primary School is committed to the safeguarding of our pupils and staff.

- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- Will not charge for academic booster classes held for Year 6 after school
- We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. We will advise, signpost and support parents who are receiving: Income Support, Income-based Jobseekers Allowance, Income-related Employment and Support Allowance, Support under Part VI of the Immigration and Asylum Act 1999, the guaranteed element of State Pension Credit, Child Tax Credit, Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit, Universal Credit

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- May permit organisations to charge parents when such an organisation is acting independently of the School or the Local Authority, to arrange an activity to take place during school hours and parents want their children to join in the activity. Parents will be informed of the cost by the provider.
- Will charge for activities (optional extras) which happen outside school hours when these activities are not a necessary part of the National Curriculum. These are activities run by staff members. This will be at a rate of £5 per half term (based on five sessions - additional sessions at no extra cost).
- Will charge for late collection, 10 minutes after school or after school activities have finished. This will be at a rate of £5 per 15 minutes or part thereof to meet the cost of childcare/supervision.
- Will require parents to pay for the replacement of damaged or lost school property caused wilfully or negligently by their children. This includes the property of other children.
- Will ensure Governors review the lettings charges levied by the school.

The Head of School/ Executive Headteacher will ensure that no child is disadvantaged through the implementation of this policy and will continue to use the school budget to best effect.

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The *Governors* will review this policy biannually.

Reviewed November 2022

Next Review November 2024