ST JAMES
C.E. PRIMARY SCHOOL

DREAM • BELIEVE • LEARN • ACHIEVE

"With God, there is no limit to what you can do. There is no obstacle you can't overcome. Through him, all things are possible."
Matthew 19:26

Charging and Remissions Policy

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1. Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, except for some individual or small-group music tuition.

2. Voluntary Contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contributions. We do not treat these children differently from any others.

2.2 The 1998 Education Act distinguishes the term “Charges”, which are considered to be an obligatory cost and “Voluntary contributions”, which are self-explanatory.

2.3 Subsidies from various sources, e.g. School Funds, PTA, and voluntary organisations, will be considered to cover deficits. Surplus finance will be used via school funds for the benefit of the children.

2.4 Whenever possible, the school will give sufficient notice to allow parents/carers to pay in instalments.

2.5 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 do not allow the child to participate fully in the trip or activity. Sometimes, the school pays additional costs to support the visit. Parents have a right to know how each trip is funded.

2.6 The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as “optional extras”. This list is not exhaustive: visits to museums, sporting activities, outdoor adventure activities, visits to or by a theatre company, school trips, music events, and transport.

3. Residential trips

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charges for the education or travel expenses. However, we do make a charge to cover the cost of board and lodging.

3.2 Music tuition - All children study music as part of the normal school curriculum. We do not charge for this.

3.3 There may be a charge for individual or small group music tuition since this is an additional curriculum activity and not part of the National Curriculum. These individual or small group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

4. Swimming

4.1 The school organises swimming lessons for children in Key Stage 2. These take place during school time and are part of the National Curriculum. We, therefore, make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

5. After School Activities

5.1 The school offers additional activities after school. We reserve the right to make a small charge for these sessions.

6. Damage/Loss to property

6.1 In cases of wilful or malicious damage to equipment or breakages or loss of school books on loan to children, the Principal, in consultation with the Chair of the Governing Body, may decide it is right to make a charge. Each incident will be dealt with on its merit and at their discretion.

7. Lettings

7.1 The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and forms part of our separate Out of Hours policy.

8. Other charges

8.1 The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

8.2 The school asks for contributions to snacks for pupils. This is charged at a rate of £2.00 per child per week. This is not compulsory and at the discretion of the parent.

8.3 Parents are asked to voluntarily contribute to the loss or damage of school reading books. We recommend a contribution of £1:50 per book in order to replenish stocks.

8.5 The school has a breakfast club, and pupils are charged £5.00 per week.

8.5 The school asks for donations of £5 per person for the completion of passport forms. This money is banked into the school fund and used for the pupil's resources.

8.6 From time to time, we ask for fundraising contributions, e.g., cakes and ice cream sales. These proceedings are banked into the fund account for pupil resources.

9. Remissions Policy

9.1 If the parent/guardian of a pupil receives Income Support, Income Based Job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15,575), charges in respect of board and lodging on residentials will be subsided.