Stanford-le-Hope Primary School
Charging and Remissions Policy
Reviewed April 2016

This document is a statement of the aims and principles for the organisation of charging and lettings at Stanford-le-Hope Primary School.
It was developed during the academic year 2011/2012 and reviewed 2016

Introduction

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.

The governing body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as optional activities.

Charges

The Governing Body reserve the right to make a charge for the following circumstances for activities organised by the school.

School Journeys in School hours

The board and lodgings element of the following residential activities deemed to take place within school hours:

   A. Year 4 residential trip to Wat Tyler (3 days)
   B. Year 6 residential trip (5 days)

Activities outside school hours

1. The proportionate costs for an individual child of activities wholly or mainly outside of school hours (optional extras) to meet the costs for:

   A. Travel
   B. Materials and equipment
   C. Non-teaching staff costs
   D. Entrance fees
   E. Insurance costs

2. Before and after school clubs, which may include a range of, sports, music, drama, languages etc
3. School discos, PFA events

4. Individual or group tuition in the playing of a musical instrument where this is not an essential part of the national curriculum or first access to the KS2 instrumental and vocal tuition programme (Wider Opportunities)

5. Breakages and replacements as a result of damages caused wilfully or negligently by pupils

Schools can also charge for any materials, books, instruments or equipment, where a child’s parent/carer wishes him/her to own them

**Prohibition of Charges**
The Governing Body of the school recognise that charges cannot be made for the following:

a) education provided during school hours (including the supply of any materials, books, instruments or other equipment)

b) education provided outside of school hours if it is part of the National Curriculum or part of religious education

c) education provided on any trip that takes place during school hours

d) education that takes place outside of school hours if it is part of the National Curriculum or religious education

e) transporting registered pupil to or from the school premises where the local authority has a statutory obligation to provide transport

f) transporting registered pupils to other premises where the governing body has arranged for the pupils to be educated

g) transport provided for educational trips

**Remissions**
Children whose parents/carers are in receipt of the following support payments will be entitled to the remission of charges for board and lodging costs during residential trips. The relevant support payments are:

a) income Support (IS)

b) income based Jobseekers Allowance (IBJSA)

c) support under part VI of the immigration and Asylum Act 1999

Child tax Credit providing that Working Tax Credit is not also received and the family’s income (as assessed by Her Majesty’s Revenue and Customs) does not exceed the current limit stated.
d) the guarantee element of State Pension Credit

e) an income related employment and support allowance (ESA)

Voluntary Contributions

Parents/ carers will be invited to make a voluntary contribution for:

a) Some activities that take place in the Foundation Stage and national curriculum, in school, to help defray the costs. These could include visits, special events, visitors, theatre groups etc and by asking for voluntary contributions would enable the school to enhance the curriculum opportunities, either more regularly or beyond what is usually the means of the school budget.

b) Some activities that take place as part of the national curriculum, outside school, to help defray costs. These could include visits to places of special interest/ the local area where there is a transport/admission cost and by asking for contributions this would enable the school to enhance the curriculum opportunities either more regularly or beyond that which is usually within the means of the school budget.

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, the following will be made clear:

That the contribution is genuinely voluntary and a parent/carer is under no obligation to pay; and

That registered pupils at the school will not be treated differently according to whether or not their parent/ carer has made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head of School.

However once a voluntary contribution has been made, the contribution will only be refundable under exceptional circumstances.

Where there are insufficient contributions to cover costs, the school will endeavour to cover the costs from other budget sources. However the school does reserve the right to cancel the trip. In such circumstances the voluntary contributions received will be refunded.
**Sales Items**
The school has available a range of items to purchase:

**School uniform.** Children are expected to wear clothing that conforms to the school colours. School branded garments are available for purchase.

**Book Bags** These are required in order for children to take home their reading books.

**Water Bottles** Children are allowed water during the day and the bottles are available to purchase for this purpose.