



*St. Paul's
C of E
Primary School*

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Charging & Remissions Policy

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Signed:

Chair of Governors

Signed:

Headteacher

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CHARGING POLICY

The Education Act 1988 states that activities that take place in school hours shall be free of charge. (Music is an exception to this rule.) Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

EDUCATIONAL ACTIVITIES

However, funds delegated by the Local Authority do not stretch to cover all costs of all aspects of school educational activities that we wish to offer e.g. school trips, theatre groups, design and technology. In such situations a charge will be requested.

Governors will ask parents for a voluntary contribution towards the costs of additional activities and trips. A child will not be excluded from such activities if they do not contribute. However, if voluntary funds are insufficient to cover the cost of the activity then the activity will be cancelled. Voluntary contributions may be paid in instalments with the Headteacher's permission.

Parents at St. Paul's C of E Primary School have always supported these activities and we are grateful for the support.

NON EDUCATIONAL ACTIVITIES

Events held in school that are deemed non educational e.g. Disco, are not cover by the Educational Act and therefore must be paid for in full, in advance of the event. Charges will be levied to include not only the event but additional costs e.g. heating, lighting, cleaning, admin.

OTHER CHARGES

From time to time staff/visitors may wish to make use of school equipment for personal use e.g photocopying, telephone.

In such cases a charge will be levied that is not less than the actual charge to the school, including VAT and any other additional charges. This should not interfere with the day to day running of the school. A record of all charges will be kept by the school secretary/school finance officer and the money accounted for in the usual way as income.

SUPPORT FOR THOSE IN FINANCIAL HARDSHIP

Pupils who are refugees or seeking asylum and pupils entitled to the Pupil Premium Grant are offered, in confidence, for remission of charges for both educational and non-educational activities. Authorisation of remission will be made by the Headteacher in consultation with the Chair of the Governors. This offer may also be available for parents experiencing temporary financial hardship and awards are determined on the basis of each individual's circumstance.