



# St. Andrew's CEVA Primary School Charging and Remissions Policy

At St Andrew's CEVA Primary School we provide Christian worship and Christian teaching. Spiritual and moral development are central to the life of our school and this will be reinforced in the school's Charging Policy where appropriate.

## 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 with the exception of individual or group music tuition.

## 2 Voluntary contributions

2.1 When organising school trips or visits or visiting speakers which enrich the curriculum and educational experience of the children, the school may invite parents to contribute to the cost of the trip/experience. 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 contribution. We do not treat these children differently from any others.

2.2 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 allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request. Children will not be allowed on a trip if a parent has not signed a consent form.

2.3 The following is a list of additional activities organized 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 which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- Musical events.
- Visitors into school

## 3 Residential visits

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge for board, lodging and travel expenses.

## 4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

**4.2** There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year. Payment for music lessons from the peripatetic teachers is paid for by parents in advance of the term starting. Six weeks' notice is required from the parent in writing if their child decides to stop having lessons. This is because the music school charges the school for fees each full term. A term also gives the music teacher time to find a possible replacement. If the term has already started, parents will be required to pay for in full for the term's fees. The only exception is in cases of financial hardship where parents can prove that circumstances have changed and they are no longer able to afford the lessons.

## **5 Swimming**

**5.1** The school organises swimming lessons for all children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. The school funds the coach, the hire of the pool and the facility of a qualified swimming teacher and life saver at the pool. For this reason the school asks for voluntary contributions from parents. All children who undertake swimming as part of the school curriculum will attend swimming even if they have not made a contribution.

## **6 External Curriculum Providers e.g. Hotshots**

**6.1** The school offers additional sports coaching after school. A qualified coach, who is not a member of the school staff, runs and organizes these sessions. They make a charge for these sessions. Any queries regarding charges or payments need to be directed to the individual clubs/coaches.

## **7 Before and After School Clubs**

**7.1** Before and after school clubs on a voluntary basis organised by staff at the school will normally not carry a charge, however there may be circumstances where parents are asked for money to pay for resources that would otherwise have to be taken from curriculum resources or funding.

The only exception are the extended services Breakfast Club and After School Club (see separate policies)

## **8 Late Collection Fee**

**8.1** If parents are more than 15 minutes late and the school has not been contacted there will be a late collection fee of £5 for every 5 minutes. This charge must be paid to the school office as soon as possible. Exception to this is the After School Club where charges vary as per After School Club Booking & Charging Policy

## **9 Kingswood Catering**

**9.1** The school has the facility to offer hot school meals at lunchtime. The meals are provided by Kingswood Catering, who run their own booking and charging system. All payments are

made direct to them by parents and as such any queries regarding orders or charges need to be directed to the Kingswood Catering's Office.

## **10 Library Books**

The children are allowed to choose one or two library books to take home each week in their book bags to share at home. It is expected that they will bring the book the following week to renew or change it. If a book gets lost or damaged, a fine will be issued to cover the cost of replacing the book. This can be paid in instalments or all in one payment.

## **11. Damage to Property**

The building and resources that are necessary for education are provided to children free. It is important that the building and its contents are kept in good working order so that children have appropriate access to their education. If for some reason the building or its contents are damaged or lost, whether it be deliberate or accidental, a charge may be made for the repair or replacement of the item to the person/s that caused the damage or loss.

## **12 Establishing Cause of Damage/Loss to Building/Equipment**

**12.1** If part of the building or contents is found to be damaged/broken/missing, evidence must be gathered by senior members of staff to establish who or what caused the damage/loss/breakage. Evidence should be gathered by interviews on an individual basis and all evidence must be recorded in the form of an event log.

**12.2** Wherever possible, evidence should be photographed and any broken and damaged items kept where they cannot be tampered with.

**12.3** Once it has been established through eye witness accounts and to a lesser degree, circumstantial evidence, who or what caused the damage/loss/breakage, a letter explaining this will be issued to the perpetrator/

**12.4** Quotes must be acquired by the school to establish costs of repair or replacement. The letter sent to the perpetrator/s (or parents of perpetrator/s) must clearly state how they have been identified as the perpetrator/s and the cost of the repair/replacement indicated (this may take the form of a copy of the quote/quotes).

**12.5** Items of school property given to pupils are their responsibility e.g. reading books and homework log books, there is an expectation that pupils and parents will look after these items. If they are lost or damaged so that they cannot be used, the school reserves the right charge the full cost for a replacement.

**12.6** Items of school property given to staff are their responsibility e.g. laptops and accessories allocated to individual staff. There is an expectation that the individual staff member will look after these items. If they are lost or damaged so that they cannot be used, the school will charge the full cost for a replacement.

## **13 Remuneration for Damage to or Loss of Property**

The payment can be made in instalments if that is agreed between the parent/staff member and the school. In exceptional circumstances a small contribution towards the cost would be accepted. This is at the Headteacher's and/or Governors' discretion.

#### **14 Governors' Involvement**

In most cases damage/loss and breakage will be dealt with by the senior staff in school, however if the damage/loss/breakage is significant, with costs exceeding £500, governors will need to be informed and a decision made as to how the costs will be recovered.

**Signed: D Thompson**

**Date: November 2018**

**Review: November 2019**