St Andrew's CE Primary School

At St Andrew's we **BELIEVE** all God's children should flourish in every area of their lives. Our broad and balanced curriculum **INSPIRES** the whole child with their unique talents, encouraging them to develop self-respect and high aspirations. We help them to **ACHIEVE** their full potential through active and creative learning that will develop their knowledge, skills and understanding with our supportive community.

'With God all things are possible' (Matthew 19:26)

Charging and Remissions Policy

Date approved March 2026

Date of review March 2027

St Andrew's CE Primary School
Charging and Remissions Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.
This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:
• education provided during school hours (including the supply of any materials, books, instruments or other equipment);
• education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
• tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
• entry for a prescribed public examination, if the pupil has been prepared for it at the school;
• education provided on any trip that takes place during school hours;
• education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
• Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
• transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
• transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
• transport provided in connection with an educational trip

School Meals
The charge for a school meal will be set annually by the School Governing Board, following consideration of the Catering Business Plan, as part of the annual budget setting process.

All meals taken by pupils who are not eligible for free school meals will be chargeable, parents/carers are expected to make prompt payment. Where payments are not made in advance of the meal being taken, parents/carers will be reminded of their debt by email.

There is no charge for pupils who are entitled to free school meals or universal infant free school meals.

Educational visits
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 have to 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.
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.

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'
- visits to museums, art galleries, country parks or other places of interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- musical events.

Residential visits

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 charge for the education element. However, parents are obliged to at least pay for the residential expenses of such trips, and we also ask parents to contribute to the cost of the activity expenses as these are beyond the scope of our main school budget.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual and group music tuition if this is not part of the National Curriculum.

Extra-curricular activities

When these activities run outside of normal school hours (ie sports clubs, homework club, art club) a charge may be made to cover costs of equipment, teaching or non-teaching staff, specialist staff/coaches, transport to events such as sports fixtures, or materials used. The total charge will not exceed the actual costs incurred in the provision of the activity and will be set by the Headteacher in consultation with the School Governing Board.

Parents/carers will be advised of any such costs before their child is allowed to undertake any such activity and participation will be on the basis of the parent's willingness to pay the charges.
Parents/carers are able to claim remission from such charges in accordance with the Remission Policy below.

Breakfast Club

Charges apply in accordance with the Wrap Around booklet, that is available for all parents.

After School Club

Charges apply in accordance with the Wrap Around booklet, that is available for all parents.

Swimming Lessons

Due to the school having their own swimming pool, all children have the opportunity to have swimming lessons during school time. The lessons are chargeable, to cover the costs of maintaining the swimming pool and the swimming instructor.

Remissions Policy

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided 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 £15,575 (Financial Year 2008/09);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.