

# **St Mark's Primary School**

## **Charging and Remissions Policy**

The governors of St Mark's Primary School recognise that education during school hours should be provided free of charge.

There are, however, occasions when additional opportunities may be offered to enhance the curriculum which may need additional funding. There are also other circumstances when a charge might be requested.

This policy seeks to clarify the situation with regard to charging and is written in accordance with the Education Reform Act 1988 and Hampshire LEA Manual of Financial Practice and Procedures.

### **School hours at St Mark's Primary School**

'School hours' are defined as the time the school is in session excluding the lunch break.

Materials and equipment are provided free for the education of children during these times. In the case of some practical activities where finished products are taken home, eg cooking or craft, the children may be asked in advance for a nominal fee to cover the cost of materials.

### **Voluntary Contributions**

Parents may be asked to make voluntary contributions for school activities. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. No child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund an activity then it will be cancelled.

### **School visits and visitors**

To enhance the curriculum children will be given opportunities to go on visits during the school day. There will also be visitors who come into school, eg theatre groups, authors etc.

Parents will be asked to make a voluntary contribution (see above) towards the cost of such events.

### **Music Tuition**

Instrumental tuition is provided by peripatetic music teachers from Hampshire Music Service for children who express an interest and who are then selected by school and HMS staff.

Tuition is generally given in small groups and is subsidised by the school. Parents are asked to make a yearly or termly contribution towards these lessons. (Current rates are reviewed annually by the Finance and Environment Committee and are available from the school office).

## **Breakages**

The Governors reserve the right to ask parents to contribute towards the cost of replacing items incurred as a result of breakage, loss of, or damage to, books, windows, equipment and materials, other than normal fair wear and tear.

## **Optional Extras**

Parents who agree to their child participating in an activity **outside** school hours, can be charged the total cost. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as they are made.

Outside agencies offering courses or extra-curricular activities by arrangement with the school will charge parents directly.

## **Residential visits**

The Governors will support those residential activities that the Headteacher deems to be of good educational value and complements the curriculum.

For residential visits parents will be charged for board and lodging. Parents will be asked to make a voluntary contribution (see above) to cover the cost of travel and any other costs or services provided.

## **REMISSIONS**

Where a pupil is eligible for free school meals, the Governing Body will remit in full the cost of board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or part the cost of other activities for particular groups of parents, for example in the case of family hardship. Parents who are unable or unwilling to make payment are asked to contact the class teacher or the Headteacher to discuss this further. All matters will be dealt with in confidence.

**Reviewed by Governing Body:** Spring 2018

**Next review date:** Spring 2020