



St Mark's C of E Junior School

Growing together, becoming all we are created to be

Charging & Remissions Policy for School Activities

Aim

The school wishes to provide for all pupils the best possible educational opportunities available within the funds allocated by the Local Authority. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents.

Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part. If 20% of the class are unable or unwilling to make a voluntary contribution, then the Headteacher has the authority to cancel activities.

The law recognises that charges may be made to parents in certain defined circumstances - provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of St Mark's C of E Junior School has decided that until further notice its policy will be as follows:

1 **Day Visits during school opening hours**

For visits occurring during school time, the school will invite voluntary contributions from parents to meet costs. If insufficient voluntary contributions are received, the Head Teacher has the authority from the Governing Body to cancel the visit. The Governing Body and the school are committed to keeping the costs as low as possible for any day trip.

2 **Day Visits outside school opening hours**

For visits occurring outside school time, parents will be charged full cost including administrative costs and each attendee will pay in full. There will be no subsidies or bursaries. The Headteacher will authorise these trips.

3 **Residential Visits**

For residential visits deemed to take place within school hours or required for National Curriculum purposes, the same principles will apply as for day visits during school time. Where the residential visit is deemed to take place outside of school hours and has no National Curriculum requirement, the school can make a straightforward charge for the cost. Parents receiving the following may be eligible for a bursary of up to 30% to a maximum of £80 per pupil:

- **Income Support**
- **Income-based Jobseeker's Allowance**
- **Income-related Employment and Support Allowance**
- **Support under Part VI of the Immigration and Asylum Act 1999**

- The guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Discretionary Charges

4. However, the school may well know of other children whose parents would find similar difficulty in meeting a particular charge. It will be for the Governors/Headteacher to decide whether they wish to entertain requests from such parents for a reduction or waiving of charges, or whether they wish to remit charges only where the children have legal entitlement described above.

NOTES:

In preparing a school visit, day or residential, teachers must fully cost the visit, in consultation with the School Business Manager for the Headteacher's approval.

Allowable costs include:

- The pupil's travel and subsistence costs
- Materials, books, instruments and other equipment
- Non-teaching staff
- Costs of teaching staff where separately engaged under a contract for services for the visit or activity
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- Cost of supply teaching staff necessary to allow the visit to take place
- Administrative costs
- Risk assessments

The school will reclaim the VAT charged on visits where appropriate and will pass on any savings to the parents.

Should any visit generate a surplus of income, then any amount over £3 per pupil, in multiples of £1, will be reimbursed to parents.

Signed



Headteacher

Signed



Chair of Staffing & Finance Committee
Committee

Date: March 2025