

# St John's Highbury Vale CE Primary School



## Charging and Remissions Policy

St John's Highbury Vale CE Primary School  
Vision for Education:

*"I can do all things through  
Christ who strengthens me."*

**Philippians 4:13**

This can be lived out through our school motto,  
*'every child, every opportunity, every day.'*

At the heart of our school vision is a desire for an authentic and life-giving relationship with one another and with God. We believe that it is through Christ who gives us the strength, all can achieve within a learning environment where every child is valued as a unique individual created in the image of God, and where teaching and learning is of a consistently high standard.

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **Voluntary Contributions**

### **Optional Extras**

We do request voluntary contributions for some additional activities, organised by the school, which take place during curriculum time. These activities are known as 'optional extras' and include the activities listed below, although it should be noted that this list is not exhaustive.

- Visits to museums or galleries
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- Musical events

### **School Trips**

When organising school trips or visits (lasting one day or less) 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 the parent wishes their child to take part in a school trip but is unwilling or unable to make a voluntary contribution, we nonetheless allow the child to participate fully in the trip. We recognise that some trips may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

We never request a voluntary contribution which exceeds the cost of the trip and we cap the maximum amount we ask for at a level agreed by the governors. This means that some trips cost the school more to provide than the total of voluntary contributions received. The Friends of St. John's fundraise each year to subsidise the cost of school trips.

However, although the school subsidises the cost of some trips, it nonetheless reserves the right to cancel a trip if insufficient voluntary contributions are received to cover a substantial part of the cost.

### **LDBS Maintenance Scheme**

St. John's School is a Voluntary Aided school and as such our building is owned by the LDBS and not by the local authority. To help maintain the building we buy into an insurance scheme run by the LDBS, known as the LDBS Maintenance Scheme. This provides excellent value for money and the amount we receive from the LDBS to pay for the costs of various maintenance works far exceeds the amount we pay to the LDBS each year. In order to pay our annual contribution to the LDBS for this scheme, we ask parents for an annual voluntary contribution, which is currently set at £30 per child per year.

### **Residential trips**

All children in Year 5 and Year 6 are invited to participate in a week long residential trip, known as the School Journey. We do make a charge for this trip, in order to cover the costs of board, lodging and travel expenses. The amount we request is the actual cost of the trip.

If parents are experiencing financial difficulties or are in receipt of state benefits they are invited to write in confidence to the Head of School who may be able to offer the trip at a reduced rate. Pupils are classed as Pupil Premium will usually be offered a reduction up to a maximum of 20% of the total cost of the trip. The shortfall is paid from the School Fund, using monies raised by the Friends of St. John's in various fundraising activities.

### **Music Tuition**

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

Additional afterschool clubs in music tuition will be charged for.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and ask parents for their written permission for their child to take part.

### **Breakfast Club**

Breakfast Club takes place every day from 8.00 am to 8.45 am. Places can be booked on either a regular or an ad hoc basis. A variety of activities take place during Breakfast Club. We make a charge of £3.50 per child per day for the activity and the breakfast.

Parents who are eligible for universal credit, can claim 85% of their childcare costs. More information on the link <https://www.gov.uk/help-with-childcare-costs/universal-credit>

If parents are experiencing financial difficulties they are invited to write in confidence to the Head of School, or have a conversation in person, as we may be able to offer the service at a reduced rate. We encourage you to make contact as we endeavour to support all of our parents with child care provision.

### **Out of School Hours Learning**

#### **External Providers**

A variety of clubs take place after school. Some of these clubs are available to all pupils; others are restricted to certain year groups. Most clubs have a limited number of places and have to be booked on a termly basis. Some clubs which are run by staff members and/ or parent volunteers are offered free of charge. Other clubs which are run by external tutors or coaches have to be paid for.

We cap the amount we charge for out of school clubs at a level agreed by the governors or senior leadership team. This means that some clubs cost the school more to provide than the total of fees collected. The Friends of St. John's fundraise each year to subsidise the cost of out of school clubs.

If parents are experiencing financial difficulties they are invited to write in confidence to the Head of School, or have a conversation in person, as we may be able to offer the service at a reduced rate. We encourage you to make contact as we endeavour to support all of our parents with child care provision.

## **Wrap Around Care**

St John's provides its own after school club, Kidz Club, which is ran by members of the school staff team. It is available to book in advance each term, a week in advance or also on an ad hoc basis. If you book a term in advance, you will be eligible to a 10% discount. We ask that ad hoc bookings be made before 1pm so that we can ensure staffing numbers are correct.

Charges for Kidz Club are £9 per session. There is a 50% discount available for some sibling places. This is at the Head of School's discretion.

If parents require their child to attend Kidz Club after an external provider club, the cost per session is reduced by 50% to £4.50.

An option for parents to have their children attend Kidz Club for late pick up (4pm) is available at a charge of £3 per session. Snacks are provided to children during this period of time at Kidz Club.

Parents who are eligible for universal credit, can claim 85% of their childcare costs. More information on the link <https://www.gov.uk/help-with-childcare-costs/universal-credit>

If parents are experiencing financial difficulties they are invited to write in confidence to the Head of School, or have a conversation in person, as we may be able to offer the service at a reduced rate. We encourage you to make contact as we endeavour to support all of our parents with child care provision.

## **School uniform**

St. John's expects all pupils to abide by the school's uniform policy. Some uniform items, e.g. grey trousers/ shorts/ skirts/ pinafore dresses etc. can be purchased relatively inexpensively from High Street retailers. Other uniform items, e.g. school polo shirts and sweatshirts with the school logo, have to be purchased from the school's uniform supplier online.

At least once a term, the Friends of St John's will carry out a uniform sale in the school playground. Here parents have the opportunity to purchase old stock or second hand uniform at the discounted cost of 50p per item. All funds raised from the sale of old uniform is put back into the school.

## **Lettings**

Maberly Hall is available for private bookings on weekends. We require a £100 deposit for potential loss of equipment or damages. If none of these occur the deposit will be fully refunded. The charge per hour for the use of the hall is £40.

The school's sports pitch is also available to hire on evenings and weekends. We require a £100 deposit to cover potential damages. If none of these occur the deposit will be fully refunded. The charge per hour for the use of the pitch is £40. If long term lettings are required, a discounted price can be arranged.

The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges for Maberly Hall are determined annually by the Governors' Children, Families and Community Committee.

## **Other charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

## **Damage/Loss to property**

In cases of breakages or of wilful or malicious damage to school buildings or equipment, or loss of school books or other property on loan to children, the Headteacher, in consultation with the Chair of the Governing Body and/or Chair of the Governors' Resources Committee may decide to make a charge to the parents of the child(ren) responsible for the incident. Each incident will be dealt with on its own merit and at the discretion of the Headteacher and governors.

## **Remissions**

It is the school's aim that, as far as possible, all pupils should have the opportunity to participate in school activities, both within and outside the curriculum, regardless of parental income. We are very fortunate to have a supportive parent association, the Friends of St. John's, which raises money for the school each year through various fundraising activities.

The Friends of St. John's transfers some of the money raised each year into the School Fund in order to subsidise the cost of various activities, such as school trips, curriculum materials and some out of school hours learning activities, which may cost more to provide than the school charges for them. The School Fund is also used to subsidise the cost of out of school hours learning activities, the School Journey, Breakfast Club and school uniform for pupils whose families would not otherwise be able to afford these activities/ items. In some circumstances the school may not charge for items or activities. This will be at the discretion of the Governing Body and will depend on the activity in question.

## **Remissions for Residential Visits**

Parents who can prove they are in receipt of the following benefits will be given a 20% discount for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **Monitoring and Reviewing**

This policy is monitored by the Governing Body, and will be reviewed annually at the start of each financial year, or more frequently if necessary, e.g. if an additional chargeable activity is introduced or if the scale of charges for activities such as Breakfast Club, Kidz Club and out of school hours learning clubs are revised.