

ST JOHN'S Highbury Vale C of E School
Charging and Remissions Policy

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.

2. Voluntary contributions

2.1 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

2.2 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.

2.3 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.

3. Residential trips

- 3.1 All children in 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.
- 3.2 If parents are experiencing financial difficulties or are in receipt of state benefits they are invited to write in confidence to the Headteacher who may be able to offer the trip at a reduced rate. Pupils who are eligible for free school meals 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.

4. Music tuition

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

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 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.

6. Breakfast Club

- 6.1 Breakfast Club takes place every day from 8.00 am to 8.50 am. 30 places are available which can be booked on a regular 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.
- 6.2 Subsidised places, at a cost of £2.00 per child per day are available for pupils who are eligible for free school meals.

7. Out of School Hours Learning

- 7.1 A variety of clubs take place during lunchtimes and 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.

- 7.2 We cap the amount we charge for out of school clubs at a level agreed by the governors. 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.
- 7.3 Subsidised places, with a discount of 50% if a parent/carer is in receipt of Free School Meals or Pupil Premium..

8. School uniform

- 8.1 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, either through the school office or online.
- 8.2 If parents are experiencing financial difficulties or are in receipt of state benefits and are struggling with the cost of school uniform they are invited to write in confidence to the Headteacher who may be able to offer some school branded items at a reduced rate. Pupils who are eligible for free school meals will usually be offered a reduction up to a maximum of 20 % of the total cost of the school branded uniform items. The shortfall is paid from the School Fund, using monies raised by the Friends of St. John's in various fundraising activities.

9. Lettings

- 9.1 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 is determined annually by the Governors' Children, Families and Community Committee and forms part of our separate Lettings Policy.

10. Other charges

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

11. Damage/Loss to property

- 11.1 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.

12. Remissions

- 12.1 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 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.

- 12.2 Discounted places or subsidies will usually be offered only to those pupils eligible for free school meals, i.e. where the parent/guardian is in receipt of Income Support, Income Based Job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed £16,190). However discounted places or subsidies may occasionally be offered to other families experiencing financial difficulties, at the Headteacher's discretion. Requests for subsidised places will be treated in complete confidence and any child in receipt of a subsidised place for any activity will not be treated any differently from any other child participating in that activity.

13. Monitoring and Reviewing

- 13.1 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 and out of school hours learning clubs are revised.