

# Shottery St Andrew's CE Primary School



*Anchored in faith we shine!*

This policy is underpinned by our school vision based on the scripture,

*'Let your light shine before others,  
that they may see your good deeds and glorify your Father in heaven.'*

Matthew 5:16

## Charges and Remissions Policy

<b>Date adopted by Governors:</b>	<b>July 2025</b>
<b>Date for policy review:</b>	<b>July 2026</b>
<b>Person responsible for review:</b>	<b>Headteacher</b>
<b>Signed by Chair of Governors</b>	

The school has a policy of providing the pupils with a wide variety of educational activities and experiences. As many educational opportunities as possible will be provided by funds allocated by the Local Authority, however some activities will be dependent on financial contributions from other sources. This policy covers the circumstances when parents are asked for financial contributions towards the cost of school activities. Those contributions may be in the form of charges or voluntary contributions. We will aim to keep financial contributions to a minimum and no child should be excluded from any activity because of personal circumstances. Charges for pupils in this category may be reduced or waived at the Headteacher's discretion. Contributions towards the cost of some activities will be voluntary. There will be no obligation on parents to make such contributions. However, if an activity is not supported by sufficient contributions, it may have to be cancelled and moneys refunded.

## **Swimming**

Swimming is a compulsory element of the National Curriculum and as such schools are expected to pay for entitlement opportunities from their school budget. At Shottery we will provide a swimming experience for pupils during KS2. The ability of the pupils and the availability of the pool will determine whether this element of the curriculum takes place throughout the whole year or for a limited period only. Dependent on other income sources we may ask parents to make a voluntary contribution towards costs. Charges for this will be payable half termly and are shared equally between the students. If a written request is made, pupils on FSM, are eligible for all costs to be paid, all other pupils donations are voluntary.

## **Educational Visits during and beyond the school day.**

The cost of visits within the school day will cover transport and entrance fee and where applicable materials from the venue such as guidebooks. Staffing costs will not be included, unless additional staff need to be employed to meet statutory/site requirements. Most visits beyond the school day will be optional and as such the school will not normally subsidise costs. To support parents, the school will aim to keep the cost of trips below £25 per term per pupil, however, the cost of coach hire may prohibit this, in which case consideration will be given to ensuring an overall maximum figure across the year of £75 per child. A minimum of two weeks' notice should be given for any experience which requires a parent to make a financial contribution. Where the required contribution is in excess of £25 a minimum of a month's notice should be given. Careful consideration should be given to the impact of the cost of trips upon parents and as a guide it is not expected that a trip would exceed £35, this excludes the residential experience. Parents cannot be asked to pay for experiences during the school day but may be asked to make a voluntary contributions. If in sufficient contributions are made the visit may be cancelled.

## **Residential visits**

Pupils in Key Stage 2 have the opportunity to take part in a residential visit. This is not a compulsory activity and parents may elect for their children to remain in school where they will work in an alternative class. We do encourage all pupils to take part and will provide a subsidy for eligible families. Where insufficient parents are able to pay, the trip will be deemed unviable and monies returned. Once a parent has committed to make payments the school will enforce this contract even if the parent decides the child is no longer participating. Costs include travel, accommodation, entrance fees, insurance and additional staffing costs.

## **Music Tuition**

The school offers peripatetic music tuition, including Rock Steady music tuition. Parents who elect for their children to take part in this optional activity are liable for charges. Pupils on FSM may be eligible for subsidy funding. Payment for lessons must be made a term in advance and committed to a whole year of tuition, where payment is not made parents will be informed that their child is no longer able to participate in sessions.

## **Uniform**

The school prefers all pupils to wear a uniform to provide a sense of identity and equality. Uniform is available at the office and there is also some second hand clothing available throughout the year. Local supermarket chains also sell reasonably priced items in school colours.

## **Art/DT**

No charge will be made for materials or equipment for class-based activities such as Art, Craft or Technology. However, parents may be invited to provide materials or support with funds on a voluntary basis. Where parents would like to purchase the finished product, the school reserves the right to charge or to ask for the necessary materials to be supplied.

## **School Lunches**

Pupils may order a hot meal each day, payment for these must be made in advance via the school's chosen meal provider, preferably at the start of the half term. Pupils in Years R, 1 and 2 are entitled to a free meal under Universal Free School Meals (subject to government funding).

## **After school clubs**

Charges will be made for optional after school clubs this supports general school funds as well as covering materials, additional occupancy costs or specialist agency staff. Pupil Premium pupils are eligible to attend clubs as part of PP funding.

## **ParentMail+ Pay**

The school requires all payments to be made electronically through ParentMail + Pay a small administrative charge is incorporated into costs to cover bank charges. **Cheques are not accepted.**

## **Donations**

The school is indebted to the Parochial Church Council (PCC) of St. Andrew's Church for donations it makes to the school. It is the intention of the school to use these funds, at the discretion of the Headteacher, to support any pupil whose family would otherwise be unable to make appropriate contributions. The school is also indebted to the Municipal Charities of Stratford-upon-Avon for grants supporting Stratford children from families unable to meet certain financial contributions and to the Town Trust. Trip funding provide by the FSSA is also greatly appreciated and supports the enhancement of the curriculum for all pupils.