



## Star Primary School Charging and Remissions Policy

### **School Mission Statement:**

*At Star Primary School we believe that everyone is equally loved and accepted.*

*Acknowledging the diversity of our community, we...*

- *Provide a broad and balance curriculum encouraging every child to take the opportunity to achieve their full potential;*
- *Nurture positive home, school and community relationships;*
- *Promote tolerance and respect for all people and the world we live in.*



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# Charging and Remissions Policy

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## Introduction

This policy has been formulated in accordance with Department for Education guidance on: Charging for Schools.

## Aim

The aim of this policy is to set out how charges are applied to parents in relation to school activities, uniform and equipment.

The Governing Body of the School is responsible for determining the content of the policy and the Head Teacher for implementation.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that no child should have his/her access to the curriculum limited by charges.

Therefore, pupils will not be charged for activities that support the broad and balanced curriculum provided by the school. The school, from time to time, will ask parents to make a voluntary contribution to activities or school trips. This will only happen if the school has itself incurred a charge. Pupils will not be discriminated against if they do not contribute. However, if enough contributions are not received, this may result in the activity or trip being cancelled.

## Charges

The school will only charge for specific activities. These include:

- Breakfast Club
- After school care (6 O'clock Club)
- Residential Trips: Lake District - Year 6, York Visit - Year 4 and Camping - Year 3
- Clubs with an outside provider
- Breakages
- School uniform
- Lost or damaged books
- Educational Day Visits

## Before and after School Clubs

These are not part of the education provided during school hours. This is part of the extended provision. We aim not to charge. However, where an outside provider is used there will be a charge to pupils to cover their costs.

## **Breakfast Club**

Parents are asked to pay a charge of £1.00 per day for breakfast club. This club has been subsidised by the school. The charges are reviewed yearly.

## **After school care (6 O'Clock Club)**

This is a child care provision that costs £8.00 per child per day, £35 per week paid in advance and £120 per month paid in advance. This is not an income generating activity for the school. Charges to cover costs are reviewed yearly.

## **Lateness**

If you are going to be late collecting your child from school, club or 6 O'Clock club, you need to inform the school.

- **Collecting late from school:**

At 3.45 pm your child will be placed in the school's 6 O'Clock Club and you will be required to pay £8.00 for this provision.

- **Collecting late from club:**

At 4.45 pm your child will be placed in the school's 6 O'Clock Club and you will be required to pay £8.00 for this provision.

- **Collecting late from 6 O'Clock club:**

Children not collected by 6.15 pm will be charged £15.00 for the first 15 minutes and thereafter.

All late charge payments must be paid immediately.

## **Residential**

The only charges made to parents is £60.00 for Year 6 trip to the Lake District (5 days), £70.00 for the Year 4 visit to York and £40.00 For the Year 3 camping trip. These payments contribute to travel expenses and lodgings. The cost for tuition is paid by the school, as this is part of it's intention to provide a broad and balanced curriculum. A bursary is in place to pay for fifty percent of the residential trip to the Lake District through The Outward Bound Trust. Fundraising throughout the year supplements the outstanding costs.

## **Music Tuition**

A charge will be made for lessons provided by the Music Academy. This will be paid by parents directly to the Academy and not the school.

Music lessons by ECAM (Every child a Musician) are free of charge but a deposit may be required for the musical instrument.

## **Breakages**

In cases of willful or malicious damage to equipment throughout the school, the school will make a charge. Each incident will be dealt with on its own merit and at the discretion of the head teacher.

## **School Uniform**

A school brochure provides examples of correct school uniform for parents. There is a school uniform shop every Tuesday, where parents can purchase items of uniform. Orders for uniform may be taken at other times of the day via the school office.

A list of items and prices is available at the school office and also in the school uniform brochure and prospectus.

All other items can be purchased outside the school, such as school trousers or skirts. The school will supply essential protective clothing when necessary eg. Safety goggles.

## **Lost and Damaged Books**

If a child has lost a reading or library book then parents will be asked to make a contribution of £3.50 or £5.00 towards replacement depending on the original cost of the book. If a book has been damaged we will endeavour to repair it. However, if it is not repairable then a contribution will also be asked for.

## **Additional Support**

The school may be able to offer additional financial support for parents/families that find it hard to meet the cost of additional activities. This will be dealt with in confidence, case by case. If you require additional support parents need to meet with the head teacher who will consider the needs presented.

## **Publication of Information**

This policy can be found on the school's website and hard copies are available from Main Reception for parents to view.

## **Review and amendments**

This policy will be reviewed annually by the Governing Body Finance Committee who may, from time to time recommend amendment to the categories for which a charge may be made. Any changes will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging Policy when necessary.

By order of the Governing Body of Star Primary School

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_

(Head Teacher)

(Signed) \_\_\_\_\_ Dated \_\_\_\_\_

(Governor)

**Policy Date: February 2017**

**Review Date: February 2020**