



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

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 (made through Parent Mail)

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

- Breakfast Club
- Residential Trips: Lake District - Year 6, York Visit - Year 5 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 £2.00 per day for breakfast club. This club has been subsidised by the school. The charges are reviewed yearly.

Nursery Breakfast Club

For children who are entitled to the 30 hour offer at Star, there is an optional breakfast club. It is charged at £2.50 per day, or at a reduced rate of £10 per week (Monday to Friday, 5 sessions in a row).

Nursery Lunchtime

For children who are entitled to the 30 hour offer, a hot lunch will be served every day. This is charged at £2.30 a day (£11.50 a week).

After school care

This is run by an external agency called Sherpa Kids. Further details can be found on the school website: <http://star.newham.sch.uk/before-after-school/6-oclock-club/> or at: <http://www.sherpakids.co.uk/>

Lateness

If you are going to be late collecting your child from school or from a club you need to inform the school.

- **Collecting late from school:**

At 3.45 pm your child will be placed in the school office. Every attempt will be made to contact you to ensure that your child is collected safely by 4pm. At 4pm the school office closes. A member of SLT will ensure that your child is safe until he/she is collected. Late collections are recorded. If you are persistently late in collecting your child, then you will receive a letter and may be required to meet with a member of SLT. If this does not resolve any issues arising, then it may become a child protection issue and you will be referred to Social Services under a category of neglect.

- **Collecting late from club:**

Clubs finish at 4:15pm. ECAM lessons finish at the end of the designated lesson. Please collect your child promptly as late collection may result in your child losing their place in the club.

Residential

The only charges made to parents is £80.00 for Year 6 trip to the Lake District (5 days), £80.00 for the Year 5 visit to York and £45.00 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 its 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

School uniform can be purchased directly by parents through the Tesco website. Further details can be found at: <http://star.newham.sch.uk/information/school-uniform/>

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 endeavor 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.

We do accept childcare vouchers in support of payment for Breakfast Club and Nursery Lunchtime Club. Please contact the school office to avail of this if needed.

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 amendments 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: January 2019

Review Date: January 2022