St John the Baptist Primary School

Charging and Remissions Policy

Date Last Reviewed: Autumn 2025
Governor Approved: Yes
Date of Next Review: Autumn 2026
General Policies

Reviewed Autumn 2021 changes highlighted Equality Act 2010
Reviewed September 2022 changes to Swimming
Reviewed September 2023 no changes
Reviewed October 2024 no changes
Reviewed October 2025 – see yellow
Reviewed Autumn 2026

The Governing Body of St John the Baptist Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' 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.

Introduction
All education during school hours is free. St John the Baptist Primary school does not charge for any activity undertaken as part of the National Curriculum. This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

Charges
The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- The board and lodging element of approved residential activities deemed to take place in school hours (see note 1)
- Education provided outside of school time that is not part of the national curriculum or part of RE.
- Transport that is not required to take pupils to school or other premises for educational purposes
- Leaver's hoodies
- Any materials, books or instruments that the child or parent wishes to keep
- Music tuition (see note 2)
- Damaged or lost items due to negligence or poor behaviour of pupils or their parents
- Certain Early Years Provision (see note 3)

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to provide a voluntary contribution to the rest of the trip. The contributions are kept very low and heavily subsidised by school. If we do not receive sufficient voluntary contributions, it may become necessary to cancel a trip. However, if a trip goes ahead, it may include children whose parents have not paid any contribution. These children are not treated differently from any others.

School pays additional costs in order to support the visit. Parents have a right to know how each trip is funded and this information will be provided in the school trip letter.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are:

- Visits to museums
- Sporting activities which require transport costs
- Outdoor adventure activities
- Visits to the theatre

- School trips
- Musical events

Swimming
The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. No charge is made for this activity. Parents are informed when these lessons are to take place. The provider may request that swimmers wear a swimming hat. These are not provided by Tees Active or the school.

Charging in Kind
The Governing Body reserves the right to ask for voluntary contributions for ingredients and materials where appropriate if they are to be eaten or used by the children.

School Trip Refunds
Should your child not attend a trip either in the event that the school has to cancel a trip due to foreseen circumstances, or is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

Equal Opportunities
In accordance with Equality Act 2010 there is no discrimination against anyone, be they staff or pupil, on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

Freedom of Information
The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities.

Public authorities can charge for the reasonable costs it expects to incur in:

- contacting the applicant to inform them the requested information is held (even if the information will not be provided),
- and communicating the information to the applicant.

This includes, but is not limited to, the costs of:
- reproducing any document containing the information e.g., printing or photocopying;
- postage and other forms of transmitting the information; and complying with section 11 FOIA where the applicant has expressed a preference for the means of communication and where this is reasonably practicable.

Note 1
Residential visits
If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we may make a charge to cover the costs of board, lodging and travel expenses.

Note 2

Music Tuition

All children study music as part of the normal school curriculum and there is no charge for this. There is however a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons which are charged for by the provider. If parents are experiencing financial difficulty, they should come and talk to the Headteacher. Any information regarding music tuition will be shared fully with parents before the lessons take place.

Note 3

Early Years Provision

Children who stay for a school meal during their funded 15 or 30 hours will be charged for the cost of that meal. Eligibility for Free School Meals (FSM) is checked when a child starts and is regularly reviewed using the Government eligibility checking system. Where a child is not eligible for FSM, the standard daily meal charge will apply.

Parents and carers may choose to provide a packed lunch. If a packed lunch is not provided, a meal will be made available.

All Early Years pupils take part in trips and visits. These are subject to the school's arrangements for voluntary contributions.