



SURREY STREET PRIMARY SCHOOL

Learning for life at Surrey Street where the social, emotional, spiritual, physical and learning needs of every member of the school community are met

Charging and Remissions Policy

October 2024

Document Status	
Review requirements	Annually
Date of next Review	October 2025
Approved by the Governing Body	18.10.24
Publication	School Website

Statutory

Surrey Street Primary is committed to promoting and respecting the health, safety and wellbeing of all our children and any adults who work in our school

Contents

AIMS	2
Day and part day educational visits	2
Residential visits partly outside school time	2
Residential visits totally outside school time	2
Instrumental music tuition.....	3
Classroom materials	3
Children collected late.....	3
Remissions	3

AIMS

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

Day and part day educational visits

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable and the school currently subsidises heavily. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

Residential visits partly outside school time

These may be subsidised by the school and parents will be charged for the subsidised or full cost (if not subsidised) of the visit. Charges may be waived or reduced for children whose parents make an application to the Head teacher, depending on the circumstances.

Residential visits totally outside school time

Parents will be charged for the full cost of the visit.

Instrumental music tuition

Teachers from the Peripatetic Music Service provide tuition lessons during the school day and parents are requested to cover the full costs of these lessons. Payment is paid directly to LBC.

Classroom materials

No charge is made for materials and equipment. Children who damage or lose school materials and equipment may be asked to pay for a replacement.

Children collected late

The governing body has decided that, except in emergency situations, where children are not collected from the school within fifteen minutes after the school day or an after-school activity ending, then a charge will be made to the child's parent or carer or they will be sent to after school club.

The school reserves the right to charge £5 per half hour/part half hour for each child who is collected late if we have to pay staff to look after them. This will only be used in cases of persistent lateness (third time & subsequent) and a warning will be given to parents the second time they are late collecting their child from After School Club.

All bookings for Breakfast and After School Club must be pre-booked with at least 24 hours' notice to ensure sufficient staffing. Any child not pre-booked into a club will be charged an extra £1 per session per child.

Remissions

In order to remove financial barriers from disadvantaged pupils there may be some circumstances where the school will not charge or reduce the charge to parents/carers for items or activities set out above.

This will be at the discretion of the Governing Body or Headteacher and will depend on the activity in question.

This policy will be reviewed periodically by the Governors' and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy on Charging.