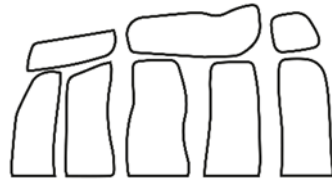


The Stukeley Federation



Stukeley
Federation

Charging and Remission Policy

in support of

**William Stukeley CE Primary School
and
Deeping St. Nicholas Primary School**

Approved by FSB Committee: April 2024

Policy to be reviewed by FSB Committee annually.

The Stukeley Federation

The Stukeley Federation of schools is committed to providing equal access to all areas of the curriculum. With this in mind, the School's Charging Policy will reflect our Equality & Diversity Policy as well as follow/encompass statutory requirements (Education Act 1996 and Education Reform Act 1988).

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parent/s cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. If sufficient contributions are not received, then it may be necessary to cancel the event.

In reaching a decision to make a charge, the following policy details will be adhered to:

- to make a charge for all board and lodging costs on residential visits, except where pupils are entitled to a statutory remission of charges;
- to decide on a case-by-case basis to make a charge for activities that are wholly or mainly outside the curriculum, or an agreed programme of study;
- to provide, at no charge, books, materials, equipment, instruments (except musical instruments for individual lessons) in connection with the established curriculum and statutory religious education. (*These will be returned to the school at the end of the period of study*);
- to charge for damage or loss to the school property caused by pupils;
- to request voluntary contributions from parents/carers for school activities where compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding;
- to charge for teaching either an individual pupil, or pupils in groups of up to four, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus being followed by the pupil. There will be no refunds for missed lessons.
- to delegate to the Headteacher the determination of what element and cost of an activity should be charged for, within the constraints of the school budgets, and the decision on individual cases arising from the implementation of this policy;
- Refunds for trips will be considered on an individual basis, upon request. Wherever possible, a refund or part-refund will be made.

If a planned activity has to be cancelled, or contributions exceed the actual cost, surplus monies will be refunded proportionally.

In addition to school visits, the school charges parents for:

- School Meals
- Breakfast Club
- Milk
- Some after-school clubs
- Swimming
- Uniform (as required)

School Meals

Willoughby Foods (William Stukeley): In the event of a sickness absence, school meals may be cancelled from **day 2** of the absence, and for subsequent days, provided we receive notification by telephone or e-mail by 8.30 a.m. on the first day of the absence.

Where you have notified us of your child's absence within the specified timescales, you will receive a credit for cancelled meals, if these are usually paid for.

The Farm Kitchen (Deeping St Nicholas) – The Farm Kitchen deal with paid meals and have their own policy with regard to refunds.

Breakfast Club

William Stukeley - If a booked session is not attended due to a pupil's absence from school, a credit will be processed to appear on the parent's account for future use.

Deeping St Nicholas – see Breakfast and After School Club Terms & Conditions.

Swimming

William Stukeley - If a session is not attended due to a pupil's absence from school, the payment received for this session will be carried forward to credit the charge for the following term. If the credit is not required to pay for the following term, a refund will be made to the parent's bank account.

After School Clubs

William Stukeley - If a chargeable session is not attended due to a pupil's absence from school, the payment received for this session will be carried forward to credit the charge for the following term. If the credit is not required to pay for the following term, a refund will be made to the parent's bank account.

Deeping St Nicholas – see Breakfast and After School Club Terms & Conditions.

Milk

William Stukeley - Milk is paid for termly, in advance. The school does not refund parents for milk ordered for absent pupil.

Deeping St Nicholas – Parents set up an account and pay Coolmilk, they have their own terms & Conditions for cancellations & refunds.

Lettings

Outside organisations will be charged for lettings.

Notice will be given to anyone hiring our facilities, of any price changes or conditions of use.

Please see attached: Hiring of Educational Establishments.

This policy will be reviewed annually.