



Charging, Remissions and Lettings Policy

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1.0 Introduction

The Governing Body of Stepney Park Primary School recognises the valuable contribution that a 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.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extracurricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. There may, however, be occasions when, to enable activities to go ahead, the school will invite voluntary contributions towards the cost of an activity which takes place during or outside school hours. The contribution must be genuinely voluntary, and the pupils of parents who are unable to contribute will not be discriminated against.

2.0 Activities for which charges may be made

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School:-

- Educational day visits
If an educational visit occurs during school time, the school will invite voluntary contributions from parents towards costs. It is the policy of Stepney Park Primary School to assist parents and often subsidise these trips to ensure that the cost remains reasonable.
- School Journeys in school hours
A contribution towards the cost of residential visits will be requested.
- Activities outside school hours
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- Individual instrumental tuition
The cost to the pupil for providing any instrumental tuition not part of normal LA peripatetic provision.
- Meals
School meals are currently free of charge for pupils in Reception to Year 6, funded by the Universal Infants Free School Meals grant and London Mayor's Free School Meals grant. Meals are currently chargeable for full time Nursery pupils who stay for lunch. This meal cost is current £1.90 per meal per day rising to £2.65 per meal per day from September 2023, reflective of the cost per meal charged by Contract Services,

Adult meals are charged at £3.36 inc VAT from April 2023 and £3.72 inc VAT from Sept 2023.
- Breakfast Club

The Breakfast Club is recognised as an important facility and is currently provided free of charge. Stepney Park Primary School provides a breakfast club to pupils.

- **After School Activities**
The school provides a range of on-site after school enrichment activities, which are provided against a charge of £1.00 per club per child for enrichment.
- **Charging in kind**
The cost of materials, ingredients, equipment (or the provision of them by parents) for the following subjects: DT, Science, Art/Craft. The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated that they wish to own the finished product
- **Lost School Equipment, books, chromebook charger, chromebooks etc**
Parents may be requested to replace school equipment, books etc which have been lost by their child. Parents will be charged £20 to replace lost or damaged chromebook chargers. Parents may be asked to pay towards repairs to wilful chromebooks damage, £20 towards repair and £50 towards replacement.
- **Breakages and damages to school buildings, furniture or property**
Wilful damage to school buildings or property by a pupil may be charged to parents by the school

3.0 Refunds

Refunds will only be issued in the following incidents

- When an enrichment club session is cancelled due to school closure such as a strike day, However, if the pupil's class is open and can attend school and the club is running, then a refund cannot be issued.
- When an enrichment club session is cancelled due to staff absence and cover not being available. However, if a pupil is absent from a club session, a refund cannot be offered as the cost of running the club still needs to be covered.
- If a child leaves the school

4.0 General

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity, no qualifying child will be excluded on the grounds of voluntary contributions.

5.0 Remissions

The fundamental aim of this policy is to ensure that all children gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access.

Where the parents of a pupil are in receipt of income support or equivalent, the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to be within school hours . Parents may offer to contribute towards the cost of full board and lodging for any residential activity which is deemed to take place in partially school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or part the cost of other activities for parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply in confidence for the remission of charges in full or part. The Headteacher in consultation with the Chair of Governors will make authorisation for such remission.

6.0 Lettings

The Governing Body currently does not let out the premises or grounds for public lettings.

Polling Station

The school may be requisitioned for use as a polling station or for meetings at the time of an election, in accordance with the Representation of Peoples Act 1983, and the school will seek re-imbursement for any additional costs incurred.