



St Mary Magdalene and Christ Church C of E School
with
Christ Church C of E Primary School

CHARGING & REMISSIONS POLICY

This policy was:	Written in	June 2017
	Updated in	December 2022
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1.AIMS

At St Mary Magdalene and Christ Church Schools we strive to provide a broad and balanced curriculum for all our pupils. As part of this there are occasions when we may ask for financial contributions from parents to enrich the curriculum or enhance the school community feel, such as the wearing of school uniform. We also want to support parents/ carers in providing our pupils with a healthy lifestyle through participation in sports and eating nutritious food

Our Federation aims to:

Have robust, clear processes in place for charging and remissions.

Clearly set out the types of activity that can be charged for and when charges will and will not be made.

Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. LEGISLATION AND GUIDANCE

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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#)

For regular activities, the charges for each activity will be approved by the governing board and reviewed each year. Parents will be informed of the charges for each activity before commencement.

3. ACTIVITIES WE CHARGE FOR

The following are examples of when we ask for payments:

Breakfast Club

Each Federation Campus offers a Breakfast Club. These Clubs start at 7.15/7.30 am and continues until school starts. The daily charge is £5.50 which includes a hot or cold breakfast and activities.

After School Activities

This may include Football, Basketball and Multi-Sport. The cost of these clubs is determined by the outside provider.

Music & Voice Tuition

After school voice and music tuition is available at the Secondary Phase in small groups or individual lessons. Charges to parents are determined by the outside provider.

Residential Trips

Primary pupils in Year 4 and Year 6 will have an opportunity to take part in Residential Trips. Parent/Carers are asked to pay for these school journeys although there is a School Journey Grant available from the Local Authority for those families in receipt of the following Benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Students in Secondary Phase will also have the opportunity of residential visits to a variety of different countries. Unfortunately, there is no grant available for foreign visits, although we do subsidise the cost of these trips when the delegated budget allows.

A proportion of our Pupil Premium fund is used to subsidise the Duke of Edinburgh Award weekends for students in KS4 and KS5.

Requests for School Paperwork (as outlined in the Freedom of Information Act)

Parent/ carers are now entitled to ask for copies of some school documents. If they do require school paperwork, there will be a small charge to cover the cost of photocopying and paper.

School Uniform and School Bags

Everyone who is part of our Federation has a strong sense of belonging to the family of either St. Mary Magdalene or Christ Church C of E School. This is strengthened by our school uniform policy and in the primary Phase we have a small number of items available for parent/ carers to purchase, at a reduced price, with our old school logo on. Uniform is widely available from Khalsa Schoolwear – Unit 1 Crayford Commercial Centre, Greyhound Way, Crayford, DA1 4HF for online at <https://khalsaschoolwear.co.uk/school/st-mary-magdalene-cofe-primary/> or [https://khalsaschoolwear.co.uk/school/Christ Church-cofe-primary/](https://khalsaschoolwear.co.uk/school/Christ-Church-cofe-primary/)

Breakages, loses and broken equipment

There may unfortunately, be occasions when pupils through inappropriate behaviour cause damage to school equipment. On such occasions the parent will be asked to pay for the replacement of these items. Reading books that are sent home must be paid for if they are lost or damaged.

Returned Cheques

If parents/carers pay the school with a cheque when they do not have sufficient funds in their account to support the amount, they will be asked to pay any bank charges that the school incurs.

If you have any further queries about any of the charges the Federation makes, please do not hesitate to enquire at your campus office.

School Dinners

Pupils are able to bring a packed lunch to school or order a hot school dinner. The school dinner menus are all well balanced and healthy, offering high quality food to pupils daily. There is a daily charge of £2.75 (£13.75 per week) for school dinners for Pupils in KS2, unless parent/carers are in receipt of certain benefits. All children in KS1 are entitled to Universal Free School Meals. More details available in the Dinner Money Policy.

Parents/carers should visit [Pupil Benefit Claim \(royalgreenwich.gov.uk\)](http://royalgreenwich.gov.uk) if they would like to claim free school meals.

Fruit

Every child in the Foundation Stage and Key Stage One is given a piece of fruit daily for free, as part of the 5 a day scheme.

Milk

Pupils in Reception Class have the opportunity to have a third of a pint of full fat milk at school. This is free and will cease when pupils reach 5 years old.

4. VOLUNTARY CONTRIBUTIONS

As an exception to the requirements set out in section 3 of this policy, the Federation is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the Federation may ask parents for voluntary contributions include:

Capitation

St Mary Magdalene C of E School and Christ Church C of E Primary School are voluntary aided schools. This means that by law the Governing Body is

responsible for 10% the costs of maintenance and capital work at each school. This includes maintenance and improvements to the school buildings and assets, as well as updating and purchasing new IT equipment. Therefore, we kindly ask parent/ carers to contribute towards this yearly, we accept payment across the year if you are unable to pay the amount in a one-off payment.

Day Trips

We aim to provide pupils in all classes, with extensive, interesting and relevant experiences outside the school. We visit a variety of places which add a real-life dimension to the projects the pupils undertake. These may be a walk to the shops, a visit to the local fire station, museums, art galleries and farms. We ask parents to make a contribution towards the cost of these visits otherwise they could not take place. We charge the minimum possible and no child is ever refused a place if parents are unable to contribute the full amount. Money from our School Funds and Pupil Premium is used to support these visits. If the school is unable to raise enough funds for an activity or visit then it may have to be cancelled

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If you have any further queries about any of the charges school makes, please do not hesitate to enquire at your Federation Campus office.

5. REMISSIONS

Parents/Carers who are experiencing hardship may contact their campus office, in complete confidence, to request assistance with the cost of any of the charges mentioned above.

The Federation may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Governing Body and Executive Co-Headteachers. These decisions will be dealt with confidentially.