



Fitzjohn's Primary School

Charging and Remissions Policy

Reviewed: *September 2024

Date for review: * September 2025

Fitzjohn's Primary School Charging and Remissions Policy

Mission Statement: to provide an environment where everyone can succeed

General

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought.

The act gives the CSF directorate and schools the discretion to charge for optional activities provided wholly or mainly out of school hours, and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

School trips during school hours

Voluntary contributions will be sought from the parents for outings and visits which take wholly or mainly during school hours.

When voluntary contributions are requested the terms of the request will clearly state:

1. There is no obligation to contribute
2. Pupils will not be treated differently according to whether or not their parents have made a contribution.
3. The proposed activity may not take place unless a substantial majority of parents contribute.
4. A suggested amount for a contribution to cover costs.

School trips after school hours

Contributions will be sought from the parents for outings and visits which take place out of school hours. E.g. theatre trips. The contributions will cover the cost of entrance and transport.

School trips after and during school hours

We are mindful that a residential trip (e.g. Y6 School Journey) may take place both during and out of school hours. A flat fee to cover all costs is requested from all parents. No child is excluded from the residential trip should payment be a difficulty. Charitable trusts are approached should this be necessary.

Sale of goods (non profit making)

Including the sale of resources and foundation stage portfolios.

Some goods will be sold through the school for the convenience of parents. The school will not seek to make a profit from these sales. A small additional charge over cost may be made to cover administration.

Sale of goods (profit making)

Including the sale of school photos, school Christmas cards, etc.

Some goods will be sold through the school with the intention of making a profit for the school. The profit/commission shall be paid into the school voluntary fund and reported to the governors annually.

School fairs and social evenings including concerts

Charges may be levied for admission to the school fairs and social evenings such as discos, film nights etc.

The summer and Christmas fairs and a number of other social events are organised by the FSA with the intention of raising funds for the school.

After school clubs (extra-curricular)

Charges are made for after school clubs dependent on:

1. The provider
2. The number of children in the club
3. The cost of any resources
4. The length of the session.

Admin Charges

The head teacher or his/her nominee may make a charge for signing passport applications, providing private school references, etc. The level of charge is currently £10.

Extra – Curricular musical instrument tuition

There will be 30 lessons per school year. The charges to parents/carers shall be calculated using the following factors:

1. The length of the session
2. The number of children taught during the session
3. The tutor's hourly rate.

Insurance costs £10 per year

Lesson costs are available from the school office.

Junior iPads

We ask for a voluntary contribution to cover the cost of insurance and a good quality case. These costs are available from the office.

Lettings

We have a separate lettings policy which is available upon request.

Remission of charges

The policy of the governors is that the full or partial remission of all of the above charges shall be at the discretion of the head teacher.

Nursery

Children are able to access 15 hours which is funded via central government. They may be eligible for an additional 15 hours via the DfE top up or Camden's top-up.

Parents may also pay for the additional 15 hours (current rate available from the office).

Please ask the school office for more information and guidance.