



St Mary's

One Family – Achieving more together

CHARGING/REMISSIONS POLICY 2023

At St Mary's our core Christian Value is Love. In our school this is described in terms of being One Family, where each member is encouraged to love and respect themselves and others. At the centre of all that we do at St Mary's is that we are all created in the image of God; that we are all individuals and that we are treated equally.

AIM

At St Mary's C of E Junior School, we aim to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

PRINCIPLES

We make no charge for National Curriculum and related activities in school time.

We ask for a contribution of £30 per year for activities wholly or partly in school time which otherwise would be prohibited by cost. This is a one off contribution which will be made in September/October of each academic year. Parents can request to make this contribution in instalments and the Headteacher can agree to this. No child is excluded from any such activity on the basis of non-contribution. Additional voluntary donations may be requested for things like dress down days and charity week. Donations and participation is completely at the discretion of the parents/carers.

After school provision will be charged between £25 and £30 per club per term or half term except for Clubs run by outside providers which are determined by the cost set by the provider. Income generated from clubs will be used to purchase curriculum resources and to enhance the learning of the children.

Support is available towards part or all of the cost of an activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit.

We may charge where it enables an increase or enriches non-statutory extra curricular provision outside school hours (for example: theatre trips).

We support the development of community groups use of school facilities through a flexible charging approach.

We offer minimum cost of facilities for non-profit making community activities. This income covers the cost of the amenities and is charged as follows:

Hall - £15 per hour

Playground or field - £15 per hour

Classroom - £15 per hour

The school reserves the right to not charge external organisations when the service offered is within the extended school day and for the direct benefit of St Mary's children.

KEY RESPONSIBILITIES

Resources Committee

- Will review and amend the charging policy on behalf of the governing body.
- Will review annually the charges for supplies and services will monitor whether actual income is in line with anticipated income.

Head Teacher

- Will be responsible for drafting proposals for charges.
- Will provide reports for the resources committee.

Finance Officer

- Will provide effective financial administration enabling efficient budget management by the head teacher.
- Will manage the letting of school premises.
- Will maintain efficient and effective information systems.

Caretaker

- Will manage the school premises during lettings.

Users

- Will abide by the terms and conditions of the booking and hiring contract.

PROCEDURES

1. Off-site extra-curricular activities

A voluntary contribution not exceeding the actual cost will be requested.

2. On-site activities

Curriculum Enriching Activities

Music instrumental teaching

Class based specialist teaching will be provided free of charge. The cost of instrumental lessons to individuals or small groups will be met through a combination of subsidy from the school's budget and charges to parents – currently £85 per term per instrument. Charges are set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument, some instruments may be available for loan from Hampshire Music Service.

Extra curricular clubs

Charges for after school clubs provided by the school will be charged at a termly or half termly rate of between £25 and £30 except for the clubs specified on page 1. The school will only charge parents the costs set by the provider for any externally provided clubs.

Residential study visits

A charge not exceeding the total cost will be made for specialist tuition and residency fees.

3. Letting of premises

The annual charges are set on the basis of the county suggested rates. The conditions of hiring and booking are laid down in the contract.

4. Charges for services

Details of charges for photocopier, telephone facilities are available from the school office. Subsidised rates are set for community users and non subsidised rates for non community users.

5. Arrangements for part or full remissions of charges

The governors may provide financial support from the school budget or external grants for those families unable to meet the full cost of voluntary contributions or charges on application to the head teacher. The resources committee will be informed in general terms of the total provided for each activity.

The governing body support the development of community groups use of the school through a flexible charging approach. This may include offering reduced rates for up to one month in order to assist a new group and would be negotiated with the head teacher.

Date of Policy: March 2023 (Updated to reflect hire and music charges)

Date of Review: September 2023

Date ratified at FGB:

Chair of Governors: