

St Luke's C E Primary School

Charges and Remissions Policy

Statement of Intent

At St Luke's C.E Primary School we are committed to providing a caring, friendly and safe environment for all of our pupils so they can learn in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by or invited to deliver services at St Luke's C.E Primary School. We recognise our responsibility to safeguard and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

At St Luke's C.E Primary school we fully recognise our responsibilities for child protection. We believe staff have an important and unique role to play in child protection.

We believe:

- Schools can contribute to the prevention of abuse.
- All children have the right to be protected from harm.
- Children need support which matches their individual needs including those who may have experienced abuse.

Policy Statement

During the school day all activities that are a necessary part of the National Curriculum including Religious Education will be provided free of charge. This includes any materials, equipment and transport to take the pupils between the school and the activity.

Guidelines

1. The school will request voluntary contributions from parents for the total cost of the following:
 - a. The majority of trips and excursions.
 - b. Visitors to school who charge a fee.
 - c. The cost of resources for certain expensive activities where the end product is to be taken home and where parents have agreed in advance that they wish to own the end product.

If sufficient contributions are not received for those activities, it will be made clear via the initial contact letter that money will be returned and the activity cancelled. Residential trips which take place in Years 3,4,5&6 will be self-funding.

2. School will charge for certain books, materials, instruments or other equipment required for clubs which take place out of school hours eg recorder clubs held after school which require children to have their own instruments and music.
3. A separate School Fund Account will be established to pay for the following:
 - a. A trip, visitor or event where the expense is minimal.
 - b. For certain class activities (e.g. "ordinary" baking) where the cost is minimal.
 - c. To assist in the payment of a trip, visitor or event which would otherwise be cancelled because up to three children per class cannot or do not bring the necessary donation.
 - d. To give the whole school a "treat" or visitor if funds are sufficient.
 - e. To give a refund if a child is ill and unable to go on a trip, visit or take part in an event.
 - f. To assist in payment for supervisory costs on trips etc.
 - g. To assist in unforeseen circumstances where the whole staff agree that there is a need for assistance from this fund.

This fund is not envisaged as being a large pot of gold, but a small amount to assist in the above circumstances. It will be raised through voluntary donations and fundraising.

4. Parents will be required to make a contribution towards the cost of school equipment and books that have been taken home and are subsequently lost or damaged. Similarly, if there are breakages or damage to school property or equipment through deliberate or malicious behaviour by a pupil school will also ask for recompense. This will depend on the individual circumstances and will be left to the discretion of the head teacher.
5. No charge will be made for any materials, books, instruments or equipment for educational use during school hours. However, certain items may occasionally be sold, at the schools discretion, to raise money for charity or school funds e.g. card made into greetings cards or sewing material for small gifts. The children will be informed that this is to happen at the start of the activity.
6. The school may make a voluntary fundraising request for certain non-educational, non-compulsory activities which take place during school e.g. dressing up for fun day, sale of cake or gifts, Easter eggs competitions.
7. A clothing allowance in the form of a £25 uniform shop voucher is available to families who are entitled to and make a successful claim for free school meal.

Optional Costs

8. Pupils in Foundation and Key Stage 1 have access to free fruit and vegetables daily.
9. School photographs are taken annually; this is a not for profit venture.
10. School Fairs and Fundraising events take place throughout the year. Any monies raised are used to purchase resources/activities for the children.

Milk

11. All pupils in school have the option to have milk on a daily basis. This is offered free of charge for all pupils under 5 and those who are eligible for free school meals. All other pupils in Key stage 1/2 who do not qualify for free school meals will be charged on a termly basis, if they choose to have milk.

School Meals

12. Since September 2014 all pupils in Foundation Stage and Key Stage 1 are eligible for a school meal without charge due to the Government's "Universal Infant Free School Meals. Pupils in Key Stage 2 (Y3-Y6) will be charged for a school meal. Payment for school meals should be made on ParentPay.

Breakfast Club

13. Breakfast Club operates every day from 7.30am until 8.45am. A charge of £4.50 per session (£3.50 for additional siblings) is made which goes towards resources for the club, staff salaries and food.

After School Club

14. Schools out operates daily from 3.15pm until 5.30 pm. A charge of £9.00 per session (£8.00 per additional sibling) is made which goes towards resources for the club, staff salaries and food.

Remissions

Every effort is made to minimise charges to parents. However where charges are made the Governing Body will remit charges in the following instances;

- In other circumstances in which a charge would normally be levied, the Governing Body may remit charges when family hardship would otherwise make it difficult for pupils to take part in these activities. The school will work with external organisation to seek funding to assist in this.

Authorisation for remission will be made by the Head teacher.

Policy last reviewed: January 2026