

## Charging and Remission Policy

### The school vision:

*Let us not love with words or speech but with actions and in truth*

St Andrew's C of E (VA) Primary School and Nursery takes as its inspiration and cornerstone, the life and teaching of Jesus Christ with the vision and values strongly rooted in the Christian narrative of **1 John 3:18**, thereby enabling all to have a sense of responsibility and love towards others, by respecting all cultures and faiths. The school aims to demonstrate openness, acceptance and empathy.

Our emphasis is to respect and listen to the voice of the unique child and then to build on this and work together to create an environment of excellence for all. Within that environment, we aim to help children flourish and grow as individuals, developing their personal skills and characters, their understanding of the world and their place within it. As they establish their personal identities, we move to inspiring academic aspiration – a love of learning and the desire to succeed and to follow Christ's path by valuing everyone and having a responsibility to contribute as future global citizens.

St Andrew's school has high expectations of every member of the school community committing to our school vision and values through daily actions and interactions.

We communicate at all levels by working hard to ensure that every member of our school community has a voice. We aim to create a community, which does not judge or offer judgment but rather promotes values, acceptance and understanding.

We achieve our vision through six elements that enable all learners within our community to grow, flourish and contribute - thereby living life in its fullness.



**Fostering Curiosity and Creativity**  
*Providing inspirational, innovative and reflective learning that dares to be different.*



**Christian Values in Action**  
*Christian values and spirituality are at the heart of our school and embraced by all members.*



**Growing Minds**  
*Being attentive, building relationships and developing resilient learners.*

**1 John 3:18**

Let us not love with words or speech but with actions and in truth.



**One voice**  
*Working collaboratively with open minds; speaking honestly by questioning and reflecting to uphold our shared vision.*



**Inspirational Sustainable Environments**  
*Developing a respectful, sustainable, creative and stimulating environment that embraces the natural world.*



**Our place in the world**  
*Making a difference by sharing our skills and passions and working in partnership.*

## Introduction

A creative and challenging curriculum which makes the most of each child's interests, skills and aptitudes and encourages them to strive for excellence will include a wide range of additional activities. The school may invite parents to make voluntary contributions to some of these and can charge for others. The policy sets out the procedures for this.

## Voluntary contributions

When organising school trips or in house activities to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. If it does so, it will be made clear that the contributions are indeed voluntary, and the parents/carers will be told the minimum amount per child which would enable the activity to go ahead. Parents / carers must be advised that the continuance of an activity may depend on voluntary contributions, but once it has been decided to run an activity, no qualifying child will be excluded or treated differently if their parents / carers do not contribute.

Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded and the school provides this information on request. If some parents / carers contribute more than the minimum, the school will assume they can use the money towards other similar activities in the future and put it in the school fund.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as 'optional extras'. This list is not exhaustive:

- Trips taking place during the school day;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School trips abroad;
- Musical events;
- Residential Trips;
- Material, ingredients or equipment to be used in the school day, such as in cooking.

## Charges

The school can charge for the following activities: -

- The cost of board and lodging for a **residential visit** (except for pupils whose parent(s) are receiving Universal Credit or similar allowances)
- **Instrumental tuition** of an individual child or small groups.
- **Extra-curricular activities** run by external organisations either outside school hours or during lunchtime. In the case of external organisations, the charge is made by and paid to the organisation itself.
- **Ingredients / materials** for practical subjects where the parents indicate that they or the child wish to own the finished product.
- Contributions towards **damage or loss of equipment** caused by a pupil's behaviour.

## Residential visits

Before residential trips are booked, parents are informed of the trip going ahead and to show an interest. They are then asked to pay a non-refundable deposit to secure the place. Those parents who

are unable to fund this must make contact the Head to discuss support which enables the school to put forward a request for support from the appropriate source. The trip is only booked once all deposits or requests for support are handed in. If we cannot raise sufficient funding through these charges, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. One class a year are able to participate in Wider Opportunities Music scheme; parents are requested to make a contribution for these or to seek support from an appropriate source.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but parents and carers in receipt of Universal Credit or similar allowances can apply for Free School Meals (Pupil Premium) on the [hertfordshire.gov](http://hertfordshire.gov) website. If successful, school will receive additional funding to provide support with costs such as music tuition. We give parents and carers information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for all children in years Reception to Year 6, primarily in the school's swimming pool, although utilising Hitchin Pool where appropriate. These take place in school time and are part of the National Curriculum. We request a voluntary contribution for this activity.

This primarily covers the cost of the qualified swimming instructor and lifeguard. We also ask for a small contribution to cover the cost of maintaining the school pool. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **Design and Technology/Cooking**

A voluntary contribution will sometimes be requested for materials for cooking or to purchase batteries etc. if children wish to take their work home.

## **Extra-curricular activities**

These are in addition to the school curriculum and a charge is made by the private organisation. If the club is organised by a member of staff, then a charge can be made to pay for resources.

## **General**

The Governing Body reserve the right to make charges for other activities taking into account resources and time spent on task but will always ensure that these charges are communicated to parents/carers beforehand.

## **Help with charges or contributions**

If parents / carers are unable to afford the charges or contributions, they are asked to speak to the Head Teacher, who will treat their request with the strictest confidence. Parents receiving Universal Credit or similar allowances can apply for Free School Meals (Pupil Premium) on the [Hertfordshire.gov](http://Hertfordshire.gov) website. If successful, school will receive additional funding to provide support with trips such as residential trips in Years 4 and 6 or swimming lessons etc. The school has an inclusive policy and no child will be denied the benefit of these activities due to financial hardship.

The circumstances that will determine remissions, grants and subsidies are: -

- The family is in receipt of Universal Credit or similar.
- The child receives pupil premium.
- The child comes under the Common Assessment Framework
- The child's circumstances are deemed exceptional by the Headteacher.

Review: November 2025