



## **ST PHILIP'S CE PRIMARY ACADEMY CHARGES AND REMISSIONS POLICY**

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## **Safeguarding Statement**

At St Philip's CE Primary Academy we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all academy 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 Philip's Primary Academy. We recognise our responsibility to safeguard all who access the academy and promote the welfare of all our pupils by protecting them from physical, sexual or emotional abuse, neglect and bullying.

## **Vision Statement**

Fostering curiosity and a love of learning is at the heart of our teaching. Broadening horizons enables all children to flourish and be fulfilled. Successes are celebrated and failure learned from, allowing us to shine through challenges. Together, we develop qualities of character necessary to be positive future citizens.

## **Statement of Intent**

St Philip's Church of England Primary Academy recognises the valuable contribution that the wide range of additional activities, including educational visits and residential experiences, can make to a pupil's education. It is our intention that these experiences and educational visits are accessible to all the children equally.

We intend to:

- Make a broad programme of activities and visits accessible to as many pupils as possible
- To establish and maintain a fair and coherent system of charges within the constraints of the school budget, seeking to ensure that no child should have his/her access to the curriculum limited by charges.

This policy is set out in accordance with the requirements that are set out in **Sections 449 – 462 of the Education Act 1996** and the **DfE Guidance document May 2018** <https://www.gov.uk/government/publications/charging-for-school-activities>

At St Philip's Primary Academy, we pride ourselves on developing a positive ethos built on the foundations of the Christian faith, whilst taking into consideration that most of our pupils, staff and community follow the faith of Islam. We endeavour to ensure we are always **'Working together with hope in our hearts'** This ethos is based on the following principles that, as stakeholders, we all aim to uphold:

### **Value 1: NURTURING**

We demonstrate kindness and caring towards each other so that we can find happiness and fulfilment. We promote and support children's wellbeing to support their growth and development.

### **Value 2: OPTIMISTIC**

We believe that having a positive attitude towards situations enables us to be forward thinking and supports us in our goal of providing a good and better education for all of our pupils.

**Value 3: ASPIRATIONAL**

We have high aspirations for the futures of the children in our Academy. Through a high-quality curriculum and planning of lessons that are specifically tailored for our pupils, they will have the opportunity to achieve and surpass their potential.

**Value 4: HOPEFUL**

The value of hope is interwoven into our teaching and is an expression of our faith. Hope supports our spirituality, and through that, virtues such as forgiveness, empathy and compassion come to the fore.

**Value 5: SINCERE**

We are united as a whole to ensure integrity, honesty and trust are maintained. This quality within our academy means that we follow our values to ensure that we always do our best for pupils, staff and community.

**Value 6: ASSURED**

Our goal is to see our pupils confident, armed with independence and conviction, echoing 'Let your light shine' - Matthew 5:16

**Value 7: RESPECTFUL**

All members of our academy, including pupils, staff, governors, visitors and the wider community, should be treated with respect. We hold politeness in high regard and we are accepting of each individual's uniqueness.

**Value 8: KNOWLEDGEABLE**

By fostering resilience, collaboration and risk-taking, we craft an environment where pupils are ready to be lifelong learners.

**Aims of our Charges and Remissions Policy**

This policy aims to clearly state the procedures and criteria for charges and remissions.

**The Purpose of the Charging and Remissions Policy**

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge

**Definition:** The School day is now between 08.40 and 15.10 since 2023. This changed to be in line with the Government expectations outlined in the White Paper 2022. The consultation process, held during the 2022-23 academic year, ensured that we fulfilled our statutory school day times by September 2023.

### **Breakfast Club and Extra-Curricular Activities**

The school will subsidise After-School Activities. A standard charge is payable to maintain the staffing levels and catering costs of our Breakfast Club. However, the school will subsidise the places of FSM, PP and those other pupils highlighted by the Inclusion team for extra support. This payment includes breakfast items (cereal/ crumpets/toast/pancakes/juice etc.) and morning activities. Additional charges may apply if outside providers are used for after-school activities.

### **Trips**

At St Philip's CE Academy, we are passionate about ensuring that all of our pupils are given learning experiences outside of the classroom, including a program of trips throughout the school year. Charges will be kept as low as possible.

We do ask parents for voluntary contributions, but there is no obligation to make any contribution.

No child should be excluded from an activity simply because his or her parents are unwilling or unable to pay.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

This will be made clear to parents.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

We will make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

### **Residential**

We endeavour to give our children the opportunity of residential visits. Where these are in school hours, charges will not apply for transport to and from the residential or for activities. Charges will be made for board and lodging. We will always look for the most cost-effective options when considering arrangements of residentials and support any families who may be financially excluded from these experiences.

### **Activities outside the normal school day**

Where optional events are organised outside of school hours, *e.g. evening Theatre trip* St Philip' CE Primary Academy may charge for activities, as long as these activities are 'optional extras' ([See DFE guidance May 2018](#) ) and not part of the National Curriculum or religious education nor are they part of an examination syllabus.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. The costs of the visit should be clear to all concerned, stating how much will be given from other school funds and how much parents are being expected to contribute.

## **Individual Tuition in a Musical Instrument**

In the event that the school is able to offer individual tuition in a musical instrument, all tuition for a prescribed public examination will be provided free of charge.

## **Practical Subjects**

All materials for practical activities such as Food Technology and Art will be supplied free of charge. There may be occasions where parents are asked to support a particular project by donation for particular items or food. This will be entirely optional and non-contribution will not exclude the child from taking part. If children wish to take certain projects home, parents may be asked for a voluntary contribution to cover the cost of the components.

## **Remission**

Parents of children who are in receipt of free school meals will not be charged for optional extras. In these circumstances, the Pupil Premium funding will be used to subsidise finances. Remission for board and lodging payments may be given where parents are in receipt of Free School Meals or are designated as in need of hardship support by our Inclusion Team.

## **School Property**

If a child willfully, or through negligence, causes damage to school property or loses an item of school property, the Headteacher will fully investigate the matter and if appropriate payment will be sought from parents. In the case of damage to property the behaviour and discipline policy will be followed remembering that repayment is not a punishment but an incurred cost so should be included with appropriate sanctions. The headteacher or teacher will inform parents.

## **Review**

This policy will be reviewed annually.