

**Charging & Remissions Policy**

1. This sets out the school's policy for making *charges*, or inviting *voluntary donations*, for school activities and the circumstances in which charges will be partially or wholly waived.
2. No charge shall be made for any activities which form part of the National Curriculum (irrespective of whether these take place within or outside school hours\*) but voluntary donations will be invited to help defray the costs of:
  - (a) Resourcing the school to a higher level than state funding permits
  - (b) Specific school trips and activities
3. For activities which are additional to the National Curriculum and take place:
  - (a) *Within school hours* – no charge shall be made but a voluntary donation will be invited to meet any additional costs incurred by the school.
  - (b) *Outside school hours* – a charge will be made to meet the additional costs incurred by the school. No charge will be made to parents entitled to free school meals. The Governors have the power to reduce or waive the charge in the case of hardship and have delegated the exercise of their discretion to the Headteacher to whom any requests should be made.
4. *Instrumental music tuition*: Charges may be made for teaching either an individual pupil, or groups of up to four, to play a musical instrument, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. These charges may be made even if the activities take place during school hours.
5. Parents will be sent a letter explaining any proposed charges or requests for voluntary donations.
6. The school has the right to cancel an activity if there is insufficient financial support.
7. If a pupil is not allowed for disciplinary reasons to take part in an activity then full reimbursement will be made.
8. The school reserves the right to request parents to meet the cost of breakages and damages caused by their child's misbehaviour.
9. Parents may be asked to contribute to the cost of ingredients or materials in practical lessons where they wish to own the finished article.
10. No pupil will be left out of an activity because the voluntary contribution or charge on their behalf is either refused or cannot be paid.

\* school hours are those hours when the school is in session. It does not include the lunchtime break/break in the middle of the day.

11. *Reports for Independent Schools*: When an application is made for a place for a St Paul's pupil at an Independent School, that School normally requests a report on that pupil from St Paul's. This report usually exceeds the statutory information which St Paul's is obliged to supply. St Paul's reserves the right to make a charge to the pupil's parents of £25 for each report for each application to help defray the cost of supply teaching time needed to release the class teacher to prepare this report.
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