



Shine like Stars



LOWDHAM C of E PRIMARY

Charging and Remissions Policy

‘Shine like stars’

Love others – “My command is this: love each other as I have loved you.” John 15:12

Everyone join in – “How good and pleasant it is when God’s people live together in unity!” Psalm 133:1

Always do your best – “Work at everything you do with all your heart.” Colossians 3:23

Reach out – “Do to others as you want them to do to you.” Luke 6:31

Never give up – “I can do all this by the power of Christ. He gives me strength.” Philippians 4:13



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MISSION AND VISION STATEMENT

At Lowdham CofE Primary School, we all **Shine Like Stars!** (Philippians 2:15).

Each child is unique, incredible and valued highly and we strive to nurture them so they can develop themselves to their full potential. We love to see them grow in confidence; to develop a wide range of skills; and to become socially and spiritually aware so they can leave us as the stars they are and continue to make their mark upon the world.

This is our role and our privilege.

- 1) At Lowdham CofE Primary, the staff and children come first. The school seeks to maximise the potential of the children placed in its care, within a Christian atmosphere and environment.

The school is concerned to promote the social development and self-worth of each child within the Christian ethos of the school and within the context of the wider community.

- 2) Our motto is **Shine like stars** from the book of Philippians (2:15) and everything we do ensures that the children have opportunity to do just that. This is backed up through our values which are displayed in every classroom and discussed in collective worship and, most importantly, lived out through everyone working and learning in the school.

In recognising and accepting these responsibilities, we aim to:

- Develop a caring community in which all members have respect for the dignities, rights, values and needs of others regardless of race, religion, disability or gender.
- Provide an education to help pupils to develop the knowledge, skills and understanding required to realise their aspirations as well as the desire to use them.
- Help pupils to assess their own values and their relationships with others developing personal motivation, self-discipline and the necessary social skills.
- Prepare pupils for their adult lives in the home, at work and in the wider community and become contributing members of society.
- Foster an openness of mind which maintains an interest in learning as a continuing process throughout life.

GENERAL PRINCIPLES

The School Governing Body is committed to the general principle of free education. There is no charge whatsoever for admission to this school. The ability of a parent/carer to contribute, either financially or otherwise, will not be taken into account in the admission process.



The Governing Body recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of a pupil's education. The Governing Body accordingly wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of the pupils attending the school.

CHARGES

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

Residential activities held during school hours:

Charges may be made for the board and lodging element of those residential activities which take place during the school's normal hours of opening. Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.

Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the head teacher of the school EXCEPT in the circumstances described below.

Activities held outside the normal hours of the school:

The school will endeavour to provide a range of such activities from time to time. These may sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras and charges cannot be made (Board and lodging charges may still however be made for any residential activities, subject to the remission arrangements described below).

Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.

Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such items as:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- materials, books, instruments and other equipment;
- non-teaching staff costs;



- entrance fees to museums, castles, theatres etc.;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body of the school, EXCEPT in the circumstances described below.

The calculation to determine whether or not an activity is held during school hours will be in accordance with the definition published in the [May, 2018](#) edition of the Nottinghamshire County Council document "Charging for School Activities – Guidelines for Governing Bodies". A copy of this document is retained on file in the school.

Materials and ingredients: a charge will only be made for any materials and ingredients relating to activities taking place during the school's normal hours where parents have confirmed in advance that they wish to own the finished product, e.g. for baking/cooking or in design where a finished product can be taken home. Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.

REMISSIONS

The Governing Body will remit in full the charge for board and lodging for any residential activity it organises for the pupil if the activity:

- takes place within the school's normal hours of opening, or
- forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the school's normal hours of opening, and the parents of the pupil are in receipt of:
 - Income Support
 - Income-based Job Seeker's Allowance
 - An income-related employment and support allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) [LINK](#)
 - The Guarantee element of State Pension Credit outside the school's normal hours of opening.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Governing Body or the Headteacher. Any subsidy provided by the school will be met from the funds at its disposal, e.g. *the school's own funds or budget*.



VOLUNTARY CONTRIBUTIONS

Nothing in this policy statement precludes the headteacher of the school from inviting parents to make voluntary contributions for the benefit of the school or in support of any activity it organises, whether during or outside its normal hours of opening. Any contributions sought from parents will be entirely voluntary and pupils must not be treated differently according to whether or not their parents make a contribution in response to any such invitation. The calculation of the level of voluntary contribution will not seek to cover the cost of pupils for whom no contribution has been made. It is therefore not possible to conduct activities for which there are insufficient contributions. The school reserves the right to cancel activities in these circumstances.

BREAKAGES AND DAMAGE TO PROPERTY

The Governing Body or the Headteacher of the school reserves the right to seek reparation from parents where their children cause breakages or damage to the school’s property.

REVIEW

The Governing Body will review and amend this policy statement as it is needed.

This Policy is in line with the Nottinghamshire’s Guidelines for School Governing Bodies **Charging for School Activities May, 2018.**

Reviewed and ratified by Governing body	Summer Term 2024		
Next Revision (Please highlight as appropriate)	Annual	Biennial	Tri-annual
To be reviewed	Summer Term 2027		