



## St Peter's C of E (Aided) Primary School

Little Green Lane, Farnham, Surrey, GU9 8TF

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✉: [info@stpeters-farnham.surrey.sch.uk](mailto:info@stpeters-farnham.surrey.sch.uk)

[www.stpeters-farnham.surrey.sch.uk](http://www.stpeters-farnham.surrey.sch.uk)



### Our Vision Statement

*At St Peter's we have high expectations where everyone flourishes, achieves and succeeds within a safe, inclusive Christian community. We promote gospel values of independence, respect and empathy. Through an exciting curriculum, children are inspired to find joy as lifelong learners and active world citizens.*

### CHARGING & REMISSIONS POLICY

Person Responsible:	Resources Committee
Review Period:	Every 3 years or in light of new regulations
Date Adopted:	Autumn Term 2024
Status:	Statutory
Next review:	Autumn Term 2027
Ratified by Governor:	11 October 2024

*(based on a model policy from Strictly Education)*

#### Rationale

The Education Reform Act 1988 establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time. Exceptions to this general statement are detailed below.

#### Aims

To ensure that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to meet the costs. The school will maintain the right to invite voluntary contributions for any of the school's activities whilst making it clear that there is no obligation to do so, and that no pupil whose parents do not make contributions will be treated differently on this account.

#### Charging & Remissions

Voluntary contributions are requested towards the cost of various activities:

##### **Day Educational Visits & activities:**

For day visits to places of interest, that incur transportation costs and/or entry costs, parents are asked for a voluntary contribution towards that cost. If inadequate funds are donated towards the visit, then the school reserves the right to cancel the trip and return monies received. Parents not wishing to make a voluntary contribution in whole or part, but wishing their child to be included, must make the fact known directly to the head teacher, who will treat any such approach in the strictest confidence. A permission slip is required before a pupil participates in school trips whether the parents had made a contribution or not. Visits where a request for a voluntary contribution is made include:

- visits to museums & places of interest
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips;
- musical events



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School visits and activities will be planned in advance and, if sought, voluntary contributions will usually be invited through individual letters/emails to parents. The letter/email, asking for support, will outline the proposed visit, cost, educational value and its relationship to the school syllabus.

Parents are also asked to contribute termly to School Fund which helps maintain the quality and breadth of the educational program we offer to our children.

A further voluntary contribution towards the Governor's Fund is also requested. As a voluntary aided school governors are responsible for 10% of the costs of capital works and the Governors Fund helps towards these costs.

### Swimming:

At the time of writing - The school organises swimming lessons for non-swimmers in years 5 and 6. These children attend Friday morning Swim Club at a significantly reduced cost. Pupil Premium pupils are not charged.

The National Curriculum requires that children:

- swim competently, confidently and proficiently over a distance of at least 25 metres
- use a range of strokes effectively
- perform safe self-rescue in different water-based situations swim comp

When a child meets the above requirements, they relinquish their place to another non-swimmer. Our aim is for every child to meet the requirements before they move on to secondary school.

### School Clubs:

Parents are charged if their child attends a school-run club. As from September 2024 (previous increase was Sept 2021) there is a charge of £4 per child, per week, per before or after school club, £2 per lunchtime club. Families are expected to enrol their child in a club for 10 sessions per term, with the fees payable in advance.

### Residential:

For residential visits deemed to be within school hours, parents will be asked to contribute fully towards the cost. Remissions may be available for some parents, particularly low-income families.

All requests for financial assistance are considered. Parents are asked to meet with the Head Teacher and a form is completed (for internal school use only) to indicate who will meet the full costs of the trip, eg:

- Contribution from parent
- Contribution from Pupil Premium funding
- Application to local charity
- Contribution from School Fund

Often the costs for a child are covered by a combination of all the above. The school will always ask for a contribution from parents (even if this is a small amount).

At the time of writing the school invites children from years 4 and 6 to take part in residential, curriculum enhancing, activities at various educational activity centres. The school strives to enable every Year 6 child to fully participate in the residential and works closely with the Home School Link Worker and local charities.

### Damage/Loss to School Property:

No charge can be made for lost books/damaged equipment/property/ etc. However, the school retains the discretion to request voluntary recompense for these (for example, if the loss or damage is the result of pupils' behaviour).



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### Requests for reports from independent schools

Following guidance from Surrey County Council (agreed by Primary Council), if a request is received to provide an independent school report:

1. St Peter's will provide the most current pupil report to any school requesting it as part of its admission procedures, free of charge and subject to parents' permission. This would involve emailing the report to the independent school.
2. If a request for a customised or bespoke report/form is received, that St Peter's staff are asked to complete as part of the independent school's admission arrangements (again subject to parents' permission), a fee will be charged.

From 1 January 2022, this charge will be set at £45 and parents will be asked to make an online payment into the school's delegated bank account. The figure reflects the time and effort required from staff and the seniority of the staff who has to complete it.

### Requests to Countersign a Passport or Visa Application

Staff are sometimes asked by parents to countersign their, or their child's, passport or visa application. If a request is received, a fee will be charged.

From 1 January 2022, this charge will be set at £10 and parents will be asked to make an online payment into the school's delegated bank account. The figure reflects the time and effort required from staff.

This figure will be reviewed at the same time this policy is review.

Further details about who is able to countersign a passport application can be found on the gov.uk website. But essentially, teachers are able to do this, if:

- they have a current UK passport
- they have known the person applying for at least 2 years (this is the adult making the application if the passport is for a child under 16)