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**Charging and Remissions Policy**

Adopted: Review date:

**1. Admissions**

There is no charge for admissions.

**2. School meals**

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal decided by the School Mealscatering authority

**3. Music Tuition**

Instrumental tuition costs are sought from parents whose children borrow instruments and receive lessons. The school is charged by the EA and the charges are passed on.

**4. Activities that take place during school hours**

It is the Principal who authorises activities based on their educational or social value. The Clerical Officers calculate individual costs which are then authorised by the Principal.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

i) We often organise activities related to the curriculum or pupil development which incur charges for the school. In the vast majority of cases and particularly where transport is required, we will ask parents to make voluntary subscriptions or donations to cover costs. These costs are calculated per activity and per participant. Such requests mean that the school can keep monies in the School Fund account for the purchase of resources which would otherwise have to come out of our budget allocation from the Education Authority. Recent and persistent budget cuts mean that the budget allocation largely goes to cover staffing and running costs.

ii) Y7 Residential

Larger requests to cover for example the Y7 residential trip can be paid for on a voluntary and installation basis.

**5. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers of children who receive Free School Meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

**6. Inability or unwillingness to pay**

St. John’s P.S. is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then we will try to find the shortfall from school funds which have been generated by parents and fund raising events.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**Signed by:**

**The Chair of Governors Date: ..................................**

**This policy will be reviewed every 3 years.**