



CHARGING AND REMISSIONS POLICY

**A community where we live, learn
and laugh together in God's love**

RATIONALE

We aim to provide all those children within our school, regardless of cultural or socio-economic background, with the opportunity to develop their interests and skills, through a rich, lively curriculum.

The Governing Body is committed to offering pupils at St Mary's Catholic Primary School a rich, lively curriculum. The value of a school visit or visitors into school which are integrated within the curriculum are accepted educationally as being sound and of good practice, offering the children a variety of experiences which contribute positively towards pupils' personal and social education.

KEY PRINCIPLES

Our school has always enjoyed a tradition of organising many visits and visitations and will continue to do so in the future. However, financial resources available for such visits are very limited and therefore each visit must be cost effective.

Within the Education Act it is possible for schools to ask for voluntary contributions from parents as follows:

- Music tuition, except where it is part of the National Curriculum. (In cases of hardship the governors will consider in their absolute discretion the remission of fees - either in full or in part - for those pupils who they consider will benefit from such tuition.)
- The full cost to each pupil of activities deemed to be optional extras, including those taking place in and out of school hours (Sports Clubs, ICT Club etc.)
- The cost of materials or ingredients, if the parents have indicated that they wish to own the finished product.
- Within the school's disciplinary code, compulsory charges may be made by the school for replacement of broken windows or fittings, defaced or damaged books or any other damage or loss occurring as a result of pupils' inappropriate behaviour. The school is empowered to recover this loss and resultant costs as a civil debt.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. If insufficient voluntary contributions are received and the trip is considered by the Head Teacher to not be financially viable, then it will be cancelled and any contributions received will be returned.

RESIDENTIAL VISITS

The school will be permitted to charge for the cost of transport, board and lodging during residential school trips. This cost must not exceed the actual cost of the provision.

REMISSIONS

If there is a genuine case of family hardship which makes it difficult for a child to take part in a particular activity, parents may apply in confidence for remission of some or all charges. Parents should contact the Head Teacher for authorisation of remission. This will be offered in consultation with the Chair of the Governors.

Parents who would qualify for support are those who are in receipt of eligible benefits:

- Income Support
- Income-based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed £15,000*).

EXTENDED SERVICES

The school receives funds from the Extended Services Cluster to fund in part or wholly various activities and provision. The school reserves the right to charge additional fees for provision where the school is in danger of losing income.

PTA

We are very grateful to the PTA in our school, who regularly subsidise the cost of trips and visitors so as to make the contributions required from parents easier to pay.

NB: The Governing Body reserves the right to change or adapt the circumstances under which the school may ask for a contribution towards the cost of a trip or other educational experience.

LETTING OF THE PREMISES

The school's facilities and resources may be hired, by the wider community, subject to insurance coverage and the permission of Governors.

Charges for hire of the building will be built up from the following elements rounded up to the nearest £10

- i) the hourly building heating/lighting rate as identified by the LEA.
- ii) one hour caretaker cost for opening up.
- iii) one hour caretaker cost for cleaning and locking up.
- iv) any other caretaker hours resulting.
- v) the cost of any kitchen usage hours.

However, the Governors may seek at times to vary these charges to be in line with those of hiring a local sports centre or outdoor facility.

Hire of the school and its facilities will be subject to the user providing their own insurance and being subject to charge for any damage or loss of property. The conditions of and reasons for the use of the premises will be clearly documented for both parties. It will be the responsibility of users that all persons supervising children are appropriately CRB checked.

**This figure is subject to alteration depending on the current level set under the regulations.*