

St Joseph & St Teresa's  
and  
Our Lady of Perpetual Help  
Catholic Primary Schools

**Charging and Remissions Policy**  
(part of the Finance, Charging and Procurement Policy)

September 2016

## **Charging Policy**

This Charging Policy informs staff and parents about charging for school activities. It conforms to guidance included in the Fair Funding Scheme for Financing Schools and the Guide to the Law for School Governors.

The school's charging policy is based on the following:

That no charge is made for provision of education during school hours except where teaching individual pupils or groups of up to four to play a musical instrument if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the pupil.

No charge is made for activities that are an essential part of the syllabus for an approved examination.

The school operates the discretion to invite parents to make voluntary contributions for school time activities.

Charges are made for activities that happen outside of school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

### **Charging for School Activities**

Charges are made as follows at the discretion of the Governing Body as to which activities may be the subject of a charge and which may be funded from the delegated budget.

#### **School Visits**

Costs incurred for the board and lodging element of residential trips during school time are passed on to parents, subject to the remissions policy.

Costs incurred for residential or other visits held out of school times that are regarded as "optional extras" are passed on to parents in full. When such visits are provided as a required part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious education, then only the board and lodging element is passed on.

Parents are notified in advance of all activities and events, which require special financial considerations. The notification includes a description of the activities to be undertaken and the anticipated costs (per pupil) involved. It also includes information on who might qualify for help with the cost.

The Headteacher is authorised to subsidise the cost of school trips from the school budget if he/she feels it appropriate to keep the charge to an affordable level for parents.

### **Examination Fees**

The cost of examination fees, where the examination preparation has not been carried out at school may be charged to parents.

Where in the opinion of the Headteacher and Governing Body, there are educational reasons for not entering a pupil for a particular examination, should the parent still wish to enter the pupil, then the fees will be recovered.

Examination fees will be recovered where the pupil fails to take the final examination, without good reason.

### **Music Tuition**

Charges are made for teaching either an individual pupil, or pupils in a group 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. The level of charge is based on the cost to the school as advised by Doncaster Music Service in the summer term annually ready for the Autumn term. Parents wishing for their child to play an instrument in these small groups will be asked to pay termly at the subsidised price of £40 per term (£120 total 2015-16).

### **Materials**

Parents are charged for, or asked to supply ingredients or materials for craft or home economics lessons when they have indicated, in advance, if they wish to own the finished product.

### **Voluntary Contributions**

Where voluntary contributions are sought the following points are taken into account:

Contributions from parents are only considered where the schools own resources are known to be inadequate to meet the desired range and level of service to be offered to pupils.

All requests to parents for contributions make it quite clear that the contributions are voluntary.

Where voluntary contributions are invited no pupil is left out of an activity because his or her parents cannot or will not make a contribution of any kind.

The following is a list of activities organised by the school, for which voluntary contributions are requested from parents.

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips
- Musical events/lessons
- In-school workshops/activities

### **Maintenance Fund**

Each school operates a maintenance fund to help provide funding for the 10% contribution to capital projects. £30 per family per year is requested or 75p per week. Donations are recorded and banked into a separate 'Maintenance Fund/Building Fund' bank account.

### **Remission of Charges**

Charges are not made for the board and lodging element of residential activities where the parent/guardian of a pupil is in receipt of the following benefits;

- Free school meals
- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration & Asylum Act 1999
- Child Tax Credit, (provided the claimant does not also receive Working Tax Credit, AND whose annual income as assessed by the Inland Revenue does not exceed £16,190 for the year 2014/15 financial year)
- Guarantee element of State Pension Credit

Advice is sought from Pupil Support & Transport Section annually for any changes in these requirements.

In these cases the claim forms SJ1 and SJ2 for remission of Board and Lodgings Costs are completed and submitted to the Transport and Pupil Support Section.

### **After School Clubs**

#### **Our Lady of Perpetual Help**

No charges are made for after school clubs.

### **St Joseph & St Teresa's**

Non-grant funded after school clubs/activities will incur a charge of £1.00 per pupil per week with the exception of booster classes which will be free of charge. Grant funded clubs (Sports Premium) will be free of charge to pupils for the duration of the funding. A register will be maintained for each club and the teacher running the club will record attendance information on a weekly basis. All money relating to school clubs is sent into the school office in an envelope, clearly detailing the pupils name, class and the purpose and amount of money. The Office Manager will record and bank all income from clubs.

The Headteacher has the discretion to waive or reduce the £1.00 fee where the requirement to pay may prevent a child from attending the activity due to family/financial circumstances. In this case, the Headteacher will give clear direction to the Office Manager as to the level of charge, if any, and the length of time the arrangement will last for.

### **Breakfast Club/Walker Service**

Both schools currently run Breakfast Clubs and the charges are as follows:

**Our Lady of Perpetual Help** -£2.00 per day for the 1<sup>st</sup> child in a family and £1.50 for each subsequent child from the same family and living at the same address.

**St Joseph & St Teresa's** - £4.50 per day per child.

Each child can have:

1 Bowl Cereal

1 Slice of Toast

1 Glass of Juice or Blackcurrant

(if a child does not have cereal then a second slice of toast can be given)

St Joseph & St Teresa's currently offers a 'Walker Service' to deliver our pupils requiring after school care to the Phoenix Club run by Adwick Primary School. The charge for this service is £3.00 per child per day. Fees are then payable to Adwick Primary for the Phoenix club.

### **Items Sold in School**

All items sold on to parents/pupils in school (book bags etc) must be administered using the School Fund account. Orders must be paid for through this account and income banked into it accordingly.

All items will be marked up by 10% to cover the administration and processing. After the addition of this 10%, the amount will be rounded to the nearest 10p. e.g. an item

that costs £2.85 for the schools to buy (including VAT) will be increased by 10% to £3.14 and then rounded to the nearest 10p making the sale price £3.10.

#### **Lost or Damaged Reading or Reference Books**

Lost or damaged reading or reference books will be charged at a fixed rate of £5.00 per book which will then be paid into the schools budget. A DMBC receipt will be issued.

#### **Lost Homework Diaries/Exercise Books**

Lost or damaged homework diaries and exercise books will be charged at a fixed rate of £1.00 per book which will then be paid into the schools budget. A DMBC receipt will be issued.

#### **Activities arranged by a third party**

Activities arranged by an outside organisation may charge parents. Such an arrangement would not need to meet the LA policies on charging or remissions.

Where such visits would entail approval of leave of absence for pupils and teaching/non-teaching staff involved full details will be submitted, through the Governing Body, to the LA, for approval.

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