

Holy Spirit Catholic Primary School

Charging and Remissions Policy

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| REVIEWED BY GOVERNORS SEPT 16 | TO BE REVIEWED BY GOVERNORS SEPT 19 | TO BE REVIEWED BY GOVERNORS | | |
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The law allows the Governing Body of Holy Spirit Catholic Primary School to charge parents for some school activities and compels it to have a charging policy (Education Act 1996). It also states the school's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

As a Catholic school our Christian ethos will always be reflected in the form of assistance given to families and no child will be deprived of opportunities as a result of financial hardships.

This policy reflects the School Mission Statement:

“We hope to be distinguished by the quality of care, concern and support that we extend to all as we strive always to create and uphold a truly Christian Community.”

The Governing Body of Holy Spirit Catholic Primary School will comply with the provisions of the 1996 and 1988 Education Acts with regard to charges for education and related matters.

Aims

- To maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

Objectives

- To ensure that activities offered in school time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure that the operation of the policy is systematically reviewed and the findings acted upon

Policy Statement for Activities During School Hours

It is the policy of the Governing Body:

- To levy a charge for ingredients or materials in practical subjects if parents indicate at the beginning of each activity that they wish to keep the finished product

- To levy a charge for the provision of music tuition to pupils, either individually or in groups, except where it is provided to fulfil National Curriculum requirements
- To levy a charge for the board and lodging element of a residential activity.

For Activities Outside School Hours

- To levy a charge where applicable for all activities outside school with the following exceptions:
 - No charge will be made if the activity is an essential part of the basic curriculum
 - The board and lodging element of a residential activity may be subsidised in the case of hardship

Education outside school hours is defined in the Education Act as an 'optional extra' and participation will be on the basis of parental choice and a willingness to meet such charges as are made

For All Activities

To request voluntary contributions from all parents for school activities in or out of school time which can only be provided if there is sufficient voluntary funding.

Remission

The school will apply the statutory minimum remissions to any charges that they make. However, no student shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. **In the case of particular need, remission outside these parameters will be at the absolute discretion of the Head Teacher.**

Resources

The Governing Body has agreed to the use of the School Fund to support this policy.

Liability for personal property

The school does not accept liability for any items of personal property lost or damaged in school, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Headteacher.

Responsibilities

Authority for the day-to-day management of the fund will be devolved to the Head teacher who will determine the proportion of costs of an activity, which should be charged to public or non-public funds. Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Head teacher for consideration and approval. The Head teacher has the responsibility for monitoring and evaluating the implementation of the policy.

Monitoring and Evaluation

The Head teacher will monitor the implementation of the policy and provide the Governing Body with a financial report as part of the normal termly reconciliation of the school budget. Every two years the implementation of the policy will be evaluated.

During School Hours

Parents may make a voluntary contribution to:

- Individual music tuition except where it is specifically to fulfil statutory duties relating to the National Curriculum
- The board and lodging element of all residential trips and visits except in the case of hardship
- The cost of ingredients or materials if parents have indicated in advance that they wish to own the finished product.

Outside School Hours

Charges may be made for 'Optional Extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- Specifically to fulfil statutory duties relating to National Curriculum

or

- Specifically to fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

The charges may include an element for:

- A pupil's travel costs
- A pupil's board and lodging costs, except where the parents are in receipt of income support or family credit
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees to museums, castles, theatres, etc
- Insurance costs
- The engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging, providing that if they are employed by the LEA or governors, they are employed to provide individual music tuition and engaged on a separate contract for services to provide the optional extra. The contract may take the form of a letter inviting the teacher to provide certain services for a specific activity taking place at a specified time, in return for payment of expenses and, where appropriate, a fee.

Charges for individual pupils may not:

- Exceed the actual cost of providing the optional extra activity divided by the number of pupils willing to participate
- Include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay
- Include the cost of alternative provision for more pupils who do not wish to participate, where a small part of the activity takes place in school hours

Voluntary Contributions

The school may seek voluntary contributions from parents to include the costs for accompanying teachers for any school activity but:

- Such contributions are genuinely voluntary
- Pupils will not be treated differently according to whether parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

There is no limit on the level of voluntary contributions sought but when planning an activity or trip staff will have the cost to parents uppermost in their mind.

Remissions Policy

The statutory minimum must provide for complete remission of board and lodging charges to pupils whose parents receive ***Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers' Allowance*** if an activity takes place during school hours; or is out of school hours but covered by requirements relating to the National Curriculum or Religious Education.

The policy is also available in the following formats, on request to the headteacher: email; enlarged print version; other formats by arrangement.