



English Martyrs Catholic Primary
School, A Voluntary Academy
'Walking with Jesus – God's love in action'

Charging and Remissions Policy
(Appendix 3 of the Financial
Management Policy)

Statutory Policy
Annual Renewal Policy

Date: Autumn 2017

Date of next intended review: Autumn 2018

Equality & Diversity

We have considered the impact on equality and diversity on this policy and judge the impact to be neutral.

MISSION STATEMENT

English Martyrs Catholic Primary School offers distinctive Catholic education within a caring Christian community where everyone feels loved and valued, confident and secure.

We believe that each person is precious and gifted, unique and loved by God. With Christ as our inspiration we work in partnership to create a challenging, effective and exciting learning environment where everyone is encouraged to embrace opportunity

Learning and Teaching

We provide an exciting, creative and effective learning environment, recognising and responding to individual learning styles. We aim to help each child experience success and to embrace every opportunity by providing the highest -standard of education and care.

Children take responsibility for and participate fully in their own learning.

Our curriculum will be both balanced and spiritually based and will fulfil all statutory requirements.

Catholic Life of the School

We recognise God in all aspects of our mission. Specifically we will help children to develop their personal relationship with God. We will deliver high quality learning and teaching in religious education rooted in Catholic values and beliefs. We encourage respect for and understanding of other faiths and beliefs. The school environment will speak of Jesus Christ at the heart of our community. Children will be given opportunities to participate in creative and varied worship appropriate to their age and understanding.

We are an integral part of the parish and will play an active part in its life.

Relationships

We will help each member of the school community to recognise that we are all precious in God's eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other's needs.

Parents

We will work to achieve a creative partnership between parents and school which recognises our different responsibilities in the education of the children.

We will communicate effectively with all parents. We will establish a bond of trust, building a partnership which nurtures the children's learning, spiritual development and pastoral care.

Community Cohesion

We will be an integral part of the local community. We will increase the children's awareness of wider world issues. We will develop their sense of responsibility for and involvement in both of these.

We will ensure that our community life witnesses our Christian values and beliefs in all that we do and say.

Walking with Jesus – God’s love in action

Disability

We are a Catholic school. Through all our endeavours we aim to recognise the presence and power of Jesus Christ at the very centre of our existence. As we seek to fulfil the educational needs of the children we strive to live and act according to His will in all that we do and say.

We will help each member of the school community to recognise that we are all precious in God’s eyes. We will show love and respect for each other. We will give to each other the affirmation we all need and will try to respond to each other’s needs.

We aim to help each child experience success and to reach their full potential by providing the highest possible standard of education.

At all times and in all areas of school life every reasonable measure will be taken to ensure that each member of this school community is enabled to participate as fully as possible, and achieve success and recognition appropriate to age, understanding and any disability.

APPENDIX 3 - POLICY ON CHARGING & REMISSIONS FOR SCHOOL ACTIVITIES

English Martyrs Catholic Primary School operates its Charging & Remissions Policy to reflect the Mission Statement.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

No charges for school activities shall be made except as specified in this policy.

No charge shall be made unless made known in advance to the parents of the pupil concerned.

No charge shall be made which exceeds the cost to the governing body of providing the activity, divided equally by the number of pupils willing to participate. The cost shall include one or all of the following items only:

- (a) a pupil's travel costs;
- (b) a pupil's board and lodging costs;
- (c) materials, books, instruments and other equipment;
- (d) non-teaching staff costs;
- (e) teaching staff costs, where the teacher/instructor is engaged specifically for the purpose of the activity;
- (f) entrance fees to museums, castles, theatres etc.;
- (g) insurance costs.

Policy on the charges made for school activities

Activities for which a charge will be made

1 Educational visits

The law only allows charges for educational visits where less than 50% of the visit takes place in school hours and the visit is NOT provided to meet the syllabus requirements of a "prescribed" public examination or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

The governing body will make a charge for educational visits, where the law allows it. In practice, these visits will be those taking place in the evening, at weekends, or in holidays.

Voluntary Contributions

When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip/activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may

cancel a trip/activity. If a trip/activity goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- indoor/outdoor adventure activities;
- visits to the theatre or theatre groups visiting school;
- musical events.

2 Residential activities deemed "in school hours" under the Education Act, 1996

These are residential activities which take place wholly or mainly during the school week(s). The only charges allowed by law are for board and lodging costs, and these must be subject to the governors' remissions policy (please see below).

The governing body will make a charge for board and lodging costs relating to school journeys deemed "in school hours".

When organising a residential visit the cost of the trip will be passed onto the individual pupil exclusive of VAT. If a child is in receipt of free school meals a subsidy (determined by the Head Teacher) may be deducted from the cost of the trip. Places on a residential trip are by invitation only and places are confirmed once a deposit is received and the amount is paid in full.

3 Residential activities deemed "out of school hours" under the Education Act, 1996

These are residential activities which take place wholly or mainly at the weekend or in holiday periods. The law allows a charge to be made for an activity of this sort unless it is provided to meet the syllabus requirements of a "prescribed" public examination or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education. If the activity is provided for one of these purposes, a charge can only be made for board and lodging costs, and this charge must be subject to the governors' remissions policy.

The governing body will make a charge for the costs relating to school journeys deemed "out of school hours". (Where the school journey is provided to meet the syllabus requirements of a "prescribed" public examination or specifically to fulfil

statutory duties relating to the National Curriculum or Religious Education, **a charge may only be made to cover board and lodging costs).**

4 After School Clubs and Extra Curricular Activities

The school may offer after school clubs, either run by a member of staff or by qualified coaches or other outside agencies. We may make a small charge for these sessions.

5 Materials used in certain lessons (e.g. home economics or CDT) and clothing requirements

The law only allows a charge to be made for materials where parents opt in advance to retain the finished product (this would include food to be eaten by the pupil or his/her parents). Governing bodies may continue to make reasonable requirements as to clothing (e.g. school uniform, games kit, or cookery aprons); these arrangements are explained in the school uniform list.

Parents may occasionally be invited to contribute to the cost of cooking, science and design technology activities on a voluntary basis.

6 Individual instrumental music tuition “in school hours” (i.e. excluding the midday break)

In law, a charge may be made, provided that the tuition is NOT provided to meet the syllabus requirements of a “prescribed” public examination or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education. Where a charge may be made, this can include the cost of the teacher giving the tuition as well as the cost of sheet music and the hire and insurance of a musical instrument.

The governing body will make a charge for individual instrumental music tuition which is given “in school hours”.

7 Breakages or damage to school premises/equipment

The law allows schools to ask parents to pay for damage to school property or equipment where this is the result of the pupil’s behaviour.

The school reserves the right to ask parents to pay towards the cost of breakages, acts of vandalism, loss of or damage to books where this results from a pupil’s/parent’s behaviour or negligence. Each case is individually assessed before parents are invited to provide restitution.

8 Recovery of charges

Sums payable for wasted examination fees, for “optional extras” to which parents have agreed, or for board and lodging, or breakages/damages will be recoverable summarily as a civil debt. Any charges made to the school or school fund bank account in respect of returned cheques will be passed on to the person who issued the cheque.

9 **School Meals**

The Governing Body determine the cost of the school's meals generally in line with the school provider's costs. Any increases in the cost will be communicated to parents in good time for them to send in the appropriate payment. School does not deal directly with payment for school meals. Parents deal directly with the meal provider – Dolce.

10 **School Milk**

The Governing Body determine the cost of milk generally in line with the school provider's costs. Any increases in the cost will be communicated to parents in good time for them to send in the appropriate payment. School does not deal directly with payment for school milk. Parents deal directly with the milk provider.

11 **Lettings**

The school may make its facilities available to outside users at a charge of least the cost of providing the facilities. The scale of the charges will be determined by the Governing Body and set out in the Lettings Policy.

12 **Charity/Fundraising**

School may choose to take part in a fundraising event. Parents can choose whether to make a contribution towards the charity. The money collected from this event will be passed on directly to the charity involved.

There may be occasions when school/ School's PTA is raising money for school e.g. Summer Fair etc. Parents will be asked to pay for items during these events and this is the parents' choice whether to take part in these events. Money in this instance will be banked in the school's account, and used in the best interests of the school (as determined by the Headteacher/Governing Body).

Policy on the remission of charges for school activities

The Governing Body may remit in full, or in part, the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited to apply, in confidence, for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher.

The law requires that, as a minimum, board and lodging charges must be remitted in full to pupils whose parents receive Income Support, Working Families Tax Credit, Income Based Job Seeker's Allowance or Disabled Person's Credit where the activity concerned meets one or more of these criteria:

- (a) the activity is deemed to take place “in school hours”;
- (b) the activity is provided to meet the syllabus requirements of a “prescribed” public examination;
- (c) the activity is provided to fulfil statutory duties relating to the National Curriculum or Religious Education.

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Charging and Remissions Policy

Signed on behalf of the Governing Body

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Date

Signed by the Headteacher