

St Thomas More R.C. Primary School

Charging and Remissions Policy

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.50am - 3.15pm.

What was consulted?

The policy has been based upon current law and statutory regulations.

Relationship to other school policies

The policy complements the school's equal opportunities policy, curriculum policy and teaching and learning policy.

Roles and Responsibilities

The Headteacher will ensure that the following applies:

During the school day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching individual pupils or groups of up to four pupils to play a musical instrument.

No pupil will be prevented from participating because he/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently, to any child of a contributing parent. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Optional activities outside of the school day

There will be a charge for optional, extra activities provided outside of the school day, for example the morning "Breakfast Club" and the "After School Club". Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

In the event of a non-residential activity taking place partly inside the school day and partly outside of it, there will be no charge most of the time to be spent on the activity falls within the school day.

Conversely, if the majority of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated. (Majority is defined as 51% and above)

Residential

Charges will be made for board and lodging, except for pupils whose parents are in receipt of Universal Credit, Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, 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 £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The Headteacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The Finance Committee will monitor the impact of this policy by receiving on a three times a school year basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. Policy to be reviewed yearly.

Signature: Dated: 10.01.2017