



## **Catherine Infant School**

### **Charging and Remissions Policy 2017**

Introduction This charging policy has been compiled in line with DfE requirements – DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities. October 2014.

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents.

Without that financial support, the School would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

#### **Day and part day educational visits**

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled.

#### **Residential visits outside school time**

Parents will be charged for the full cost of the visit. Charges may be waived or reduced for children whose parents make an application to the Head teacher. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution.

#### **Loss, damage and breakages**

In cases of loss, damage or breakages of school books or activity packs on loan to parents the school make a charge to cover the cost of replacements.

#### **Instrumental music tuition**

If the teachers from the Peripatetic Music Service who provide tuition lessons during the school day, parents are requested to cover the full costs of these lessons.

#### **Classroom materials**

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

#### **Remissions Policy**

Charges for chargeable activities may be fully or partially remitted for pupils in receipt of Pupil



Premium\*.

Charges for board and lodging on residential trips will be remitted for parents in receipt of the following benefits:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105; STAT Charges and remissions 2016 Rev 07.16 4
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities. The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

\* This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

**Other charges:**

The Headteacher, School Business Manager , Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. After School Clubs

The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

This policy will be reviewed periodically by the Governors and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Headteacher and Governors and a decision made in line with the LA Policy on Charging.

Reviewed March 2017

Signed:

On behalf of Governors	Signed	Date
Mike Allbut Chair of Governors		13/03/17
Jill Harrold Head teacher		13. 3. 17,