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| Policy Name | Charging & Remissions | Date Approved | 7 th February 2018 |
| Status | Approved by Board | Review Date | Spring 2019 |
| Committee | Resources | Version Number | 2.0 |

Charging and Remissions Policy English Martyrs Catholic Primary School

“Working together to provide the very best in Catholic Education”

“There is a variety of gifts but the same Spirit gives them. There are different ways of serving but the same Lord is served. There are different abilities to perform service, but the same God who gives ability to all for their particular service. The Spirit’s presence is shown in some way in each person for the good of all.” 1 Corinthians 12: 4 - 7

Introduction

All those involved in the managing of English Martyrs Catholic Primary School believe that a wide range of additional activities including clubs, trips and residential visits, can be of great benefit to children’s personal and social education. Consequently, the Governors aim to promote and provide such activities, both as part of a broad and balanced curriculum for the school and as an optional extra.

The 1996 Education Act draws a distinction between the term ‘charges’ which are considered to be an obligatory cost and ‘voluntary contributions’.

1. Charges

Residential Trips

If the School organises a residential trip which takes place within school hours and which provides education directly related to the National Curriculum, governors will make a charge to cover the cost of board and lodging. If parents are experiencing financial difficulties, they are invited to write in confidence to the Head teacher (please also see the section on Remissions).

Music Tuition

All children study music as part of the normal School Curriculum and the school does not charge for this. There is a charge for individual or group tuition, since this is an additional curriculum activity. These individual or group lessons are taught by peripatetic music teachers who charge for these lessons. Information about additional music tuition is available from the school office.

Activities Outside of School Hours

Clubs and activities provided by third parties will be chargeable.

Swimming

The school organises swimming lessons for all children in Year 5. These take place in school time and are part of the National Curriculum. We therefore make no charge for these lessons but may request voluntary contributions towards costs

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such as pool hire. We inform parents when these lessons are to take place and ask for written permission for their child to take part.

Lettings

The School will make available its facilities to outside users at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Resources Committee and forms part of our separate Lettings Policy.

Breakfast and After School Club

The School runs a Breakfast and After School Club and operates a booking system that is based on a first come first served basis, with priority given to registered children and their siblings. If the Club is unable to accommodate a child, they will be placed on a waiting list.

Fees are payable one month in advance and refunds are made in exceptional circumstances and at the discretion of the head teacher. A late collection fee will apply with payment being due within 2 working days.

The Governors may in future amend the categories of activity for which a charge may be made.

2. Voluntary Contributions

Parents may be asked to make a voluntary contribution to support certain activities organised by the school and approved by the governors, as long as it is made clear that there is no obligation to contribute and that children will not be treated differently, according to whether or not their parents have contributed.

However, if the activity cannot be funded without voluntary contributions, the school reserves the right to decide whether the level of contributions is sufficient to enable the activity to take place.

Wherever possible, the School will give sufficient notice to allow parents/carers to pay by instalments. The following is a list of additional activities, organised by the School, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

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3. Remissions

The Governors will not make a charge for board or lodging for any residential activity that it organises for the pupil, whether the activity takes place within school hours or during the school holidays, where the parents of a pupil receive:-

- 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 £16,190 (Financial Year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;

Any further non-charging (for example in the case of hardship) will be decided upon by the Head teacher and Governors; extra consideration will be given to those parents of pupils who qualify for Pupil Premium funding on a 'case by case' basis.

4. Breakages

The Governors reserve the right to ask parents to pay the cost of replacing broken property, or defaced, lost or damaged equipment, when it is not the result of normal wear and tear.

5. Charging for Materials

Where parents state in advance that they would like to own the finished product of a practical activity, they may be asked to provide or pay for the ingredients, materials or equipment needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

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6. Reimbursement

Where a child is unable to attend a trip that has been paid for in advance, reimbursement will be made at the discretion of the Head teacher.

7. Freedom of Information Act 2000

The school is obliged to pass on information in line with the Freedom of Information Act 2000. Where this involves costs of copying or administration, this will be passed on to the parents/carers at the discretion of the Head teacher, as set out in the school's Publication Scheme.

8. Equality of Opportunity

In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy do not discriminate unjustly against any such groups or individuals.

Approved by governing body on 7th February 2018

Signed by: *Chris Tracey* Chair of Governors

Review: Annually