

**ST. MARY'S CATHOLIC
PRIMARY SCHOOL**



A POLICY DOCUMENT

CHARGING & REMISSIONS POLICY

DOCUMENT TITLE	Charging & Remission Policy
COMMITTEE RESPONSIBLE FOR POLICY	Resources Committee
REVIEW FREQUENCY	2 year
LAST REVIEWED	January 2019
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POLICY AUTHOR	Mr Tris Brown – PA to Headteacher
APPROVAL BY	

OUR MISSION STATEMENT



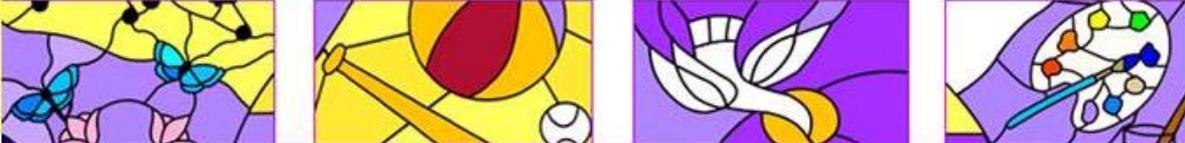
**St Mary's Catholic
Primary School**

To be the best that we can be.

We are uniquely created by God,
Each of us is equally valued and cherished for who we are.

Together we **learn** and grow with God.
Together we **support** and motivate one another.
Together we **respect** each other and the world in which we live.
Together we **forgive** as God forgives us.
Together we **inspire** lively and enquiring minds.
Together we **encourage** creativity, independence and responsibility.

Together we are home, school, parish, community.
We work together through the Gospel values central to the Catholic faith.



The Aims of Our School Are:

- To provide for the full personal and spiritual development of the pupils as they move on their journey of faith.
- To help the pupil to understand that every human being is uniquely created by God and destined to share in the life and love of the Father, Son and Spirit and that each is valued equally and cherished for who s/he is.
- To develop in the children enquiring minds, perseverance and the capacity to; question and listen, discuss rationally, be tolerant and work together or independently.
- To provide a broad balanced curriculum for the child, this, when applicable, takes into full account the requirements of the National Curriculum.
- To provide equal access to the full curriculum for all the children in our school.
- To provide opportunities for worshipping as a community.

The Head Teacher and Governing Body recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aim to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

1. Statement

- 1.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

2. Definitions

- 2.1 Charge: a fee payable for specifically defined activities
- 2.2 Remission: the cancellation of a charge which would normally be payable
- 2.3 Parent: this will include adults with a responsibility for the pupil.

3. Aims

- 3.1 We aim:

- 3.1.1.1 To encourage and promote external activities which enrich the curriculum.
- 3.1.1.2 To make available activities at a minimum cost to parents, pupils and the school.
- 3.1.1.3 To make school activities accessible to all pupils, bearing in mind the wide variations in family income, whilst not adding additional unexpected burdens to the school budget.

4. Background legislation

- 4.1 The DfE, in its guidance to School Governors, states that "education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by the school to carry pupils between the school and an activity."
- 4.2 It goes on to advise that although schools cannot charge for school time activities that are an essential part of the National Curriculum, they can still invite parents and others to make voluntary contributions in cash or in kind.
- 4.3 With regards to educational visits a child whose parents are unwilling or unable to make a voluntary contribution towards an educational visit must be given an equal chance to go on the visit.
- 4.4 The DfE also says that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled.

5. Charges

- 5.1 When additional costs are incurred by St Mary's Catholic Primary School to enhance the curriculum opportunities for its pupils, it may request parents to make voluntary contributions, however, no pupil will be left out of an activity because his or her parents cannot, or will not, make a contribution of any kind.
- 5.2 An activity that cannot be funded without voluntary contributions will be cancelled if the contributions collected do not cover at least 90% of the cost of the activity.

- 5.3 Where places on a trip are limited, they will be offered strictly on first come, first served basis
- 5.4 The School reserves the right to make a charge for the activities and items detailed below:
- a. Trips out of school hours such as the Year 6 school journey.
 - b. The cost of replacing damaged equipment or lost education resources or for repairing damage to the fabric of the school building, where this is a result of a child's bad or irresponsible behaviour.
 - c. Contributions will be sought from parents/carers for activities during the school day such as outings to museums and places of interest.
 - d. After school and pre-school clubs
 - e. Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils
 - f. Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- 5.5 The Governing Body reserves the right to make a charge for the following classes of activities organized by the school:
- a. **School Journey in school hours:** the board and lodging costs.
 - b. **Activities outside school hours:** the full cost to each pupil of activities deemed to be optional extras.
 - c. **Cost of materials:** if parents have indicated in advance that they wish to own a finished produce, e.g. craft, cookery items.
 - d. **Individual Instrumental Music Tuition;** covered by the Merton Music Foundation's charging policy.
 - e. Nothing in this statement shall preclude the Governing Body from inviting parents to make a voluntary contribution towards the costs of activities.

6. School dinners

- 6.1 All parents/ carers are required to register with the school caterers, should they wish to have hot school meals.
- 6.2 Parents reserve the right to choose whether their child has school lunches or a packed lunch from home.
- 6.3 Parents/ carers who wish their child to have a school lunch need to pay our catering company in advance.
- 6.4 The school does not accept any payments for school lunches.
- 6.5 All payments for school lunches must be paid at least a week in advance.
- 6.6 Any staff/visitors/volunteers etc. who wish to partake of a school lunch will need to register with the school catering company.
- 6.7 Any lunch debts that is passed to the school from the school caterers will be sought from parents and carers. The school is not willing to use funds allocated for pupils' learning to supplement the cost of school lunches.

7. Individual Music Tuition

- 7.1 Charges may be made to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement and a signed contract will be obtained before the tuition is provided.

8. Photocopying

- 8.1 Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per clack and white sheet and 20p for any colour printing.

9. Private report / letter fees

9.1 Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports), and any ad-hoc letter requested, such as reference letters for private school applications, will be charged at **£20 per report/letter**. This rate will include a cost for staff time, to produce the relevant information, as well as photocopying charges and postage.

9.2 The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

10. Free school meals

Any child who is entitled to free school meals, or was at any point entitled to free school meals over the previous six years, may be eligible for a subsidy, if requested, at the Headteacher's discretion.

11. Remissions

11.1 Where parents are in receipt of:

- Income support;
- Income-based employment and support allowance;
- Income-based job seekers allowance;
- Child tax credit;
- Universal credit;
- Pension credit with child tax credit;
- And have an annual income of less than £16,190 (and not in receipt of working tax credit); or
- they are assisted by the national asylum support service (NASS); the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for residential activities that are directly related to a statutory aspect of the national curriculum, religious education or a syllabus for a prescribed public examination that pupils are being prepared for at the school, and hence constitute 'learning outside the classroom'.

11.2 The annual PGL trip is a residential activity that is not directly related to the National Curriculum, religious education or a syllabus for a prescribed public examination which pupils are being prepared for at the school, and it takes place largely outside of school hours (the number of half-day school sessions missed by pupils taking part is less than 50% of the number of half-days taken up by the trip including travel) and as such is considered an 'optional extra'. Consequently parents and carers who consent to their children taking part will be charged the full cost of the experience including accommodation costs.

11.3 There may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made, and parents may apply for the remission of the charges in part or in full. Remission requests will be considered and authorised or rejected on a case by case basis by the Head Teacher in consultation with the Chair of Governors.

12. Data Protection of pupils and families

12.1 The Headteacher and Teachers will ensure that the children in receipt of remissions are not publicly identified and stigmatised.

13. Sunflower Fund

13.1 This fund, financed by the St. Mary's Association, exists to help pupils to access opportunities which are beyond a family's resources. Access to the fund is through Mrs

Macdona and is strictly confidential. Uses of the fund can include finance towards e.g. a school journey, or music lessons.