



## **ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL**

### **Charging and Remissions POLICY**

This policy will be carried out with due regard to our School Vision and Mission Statement:

**Together we love- Together we hope- Together we learn**

**St Joseph's Catholic Primary School is an inclusive, vibrant, Catholic community where we encourage everyone to share a love of learning and the love of Christ.**

**Together, we hope to inspire each other to achieve our full potential and to embrace our future with confidence.**

#### **INTRODUCTION**

This Policy has been formulated in accordance with the relevant legislation and the Government's guidance on charging for school activities.

#### **RATIONALE**

We believe that curriculum enrichment activities are an important part of the learning opportunities provided in our school. Throughout the year there are likely to be day visits organised for classes in conjunction with their topic work. There may also be events in school e.g. theatre productions, authors and music recitals. We will also aim to provide a residential experience during KS2 where children can enjoy further opportunities for outdoor education and PSHE activities. It is the school's policy to seek voluntary contributions where these are legally allowed, but also to have regard to the individual circumstances of students whose families may find it difficult to contribute. However, the school has limited funds to provide financial support and has to budget accordingly.

#### **AIMS**

The aim of this policy is to set out charges to be levied for activities, remissions that may be implemented and the circumstances under which voluntary contributions will be requested for parents and carers

#### **RESPONSIBILITIES**

The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations in respect to individual parents will be considered jointly by the Headteacher and appropriate representatives of the Governing Body.

## **PUBLICATION OF INFORMATION**

This policy will be made available to all parents/carers via the school website.

**Please note:** In the context of this policy, Educational trips or visits are compulsory parts of the National Curriculum, whilst Optional Extras are voluntary activities arranged to enrich the curriculum above and beyond the statutory requirements.

## **PROHIBITION OF CHARGES**

The Governing Body recognises that legislation prohibits charges for the following:

- Educational visits or trips if they fulfill a part of the National Curriculum that cannot be
- completed in another way (for example swimming in KS2)
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational trip.

## **ACCEPTABLE CHARGES**

Parents will be expected to pay for:

- a) School Meals - Charges are made for school meals – rates are determined by the LA and aligned with the local schools. Where monies are not collected and Free-School Meals are not assigned, the school will seek advice from the LA.
- b) Music Tuition – (All children study music as part of the normal school curriculum. We do not charge for this. )

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers.

Furthermore the following will apply:

*'A charge can be made for instrumental/vocal tuition given during the school day to any size group of pupils (if the lessons are provided at the request of the pupil's parent/carer). This removes the legal ceiling which has been a maximum of four pupils. However it is still the policy of North Somerset Music Service to teach pupils in groups no larger than four if a charge is being made to the pupils. This is to ensure the quality of delivery in line with the present Music Service Curriculum being taught. This policy will be reviewed in the future, but at present the maximum of four pupils at one time applies.'*

- c) After School Club.
- d) The board and lodging element of all residential visits (not to exceed the costs).

'Optional extra' trips and visits which enrich and broaden our curriculum, providing participation in the optional extra is on the basis of parental choice and willingness to meet the charges. This can include:

- Travel
- Materials and equipment provided in connection with the optional extra
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- Entrance Fees
- Insurance Costs

*'An optional extra is an activity that takes place wholly or mainly outside of school hours and which is unrelated to the syllabus requirements of a prescribed public examination or to statutory duties relating to the National Curriculum or Religious Studies.'*

- e) The school may charge for ingredients and materials, or require them to be provided

The school may charge for ingredients and materials, or require them to be provided if parents/carers have indicated in advance that they wish to own the finished product.

- f) Activities arranged by a third party.
- g) Negligent/Wilful Damage - Parents/ Carers will be required to reimburse the school for damage to school property for which their child is responsible.
- h) Loss of school property (for example library books).

## **VOLUNTARY CONTRIBUTIONS**

When organising 'optional extra' school trips or visits to enrich the curriculum and the educational experience of the children, the school is allowed to ask parents/carers for voluntary contributions that cover the costs of transport, entrance and any other costs incurred on the visit.

Any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. The following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) That if the voluntary contributions are not sufficient the activity/trip etc. may be cancelled. If this were to happen all monies received would be refunded.

Voluntary contributions will be used to defray the extra costs the school incurs in enriching the curriculum for the pupils above and beyond the requirements of the National Curriculum, the Schools Delegated Budget thereby being used to meet the National Curriculum.

Every effort will be made to recover only known costs and not to overcharge parents on any trip or activity. However as there are so many variables it is not always possible to ensure the amount collected is the amount the school has to pay. If any surplus is generated by voluntary contributions these contributions will be donated to the school PTFA.

## **REMISSIONS POLICY**

No charge, except board and lodging, can be levied for any educational or associated activities carried out in relation to prescribed public examination requirements or to fulfil statutory duties relating to the National Curriculum or Religious Studies.

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are

Income support, or

- a) Job Seeker's Allowance (income based), or
- b) State Pension Credit (Guarantee Credit), or
- c) Employment and Support Allowance (income related), or
- d) Child Tax Credit, as long as you do not receive Working Tax Credit and you have an annual taxable income as assessed by Her Majesty's Revenue and Customs which does not exceed £16,190.00 (April 2012).

In respect of (d) above account will be taken of any revision to the amount as advised by the Local Authority. Parents may be asked to provide evidence of any of the above.

In order to ensure the full and active participation in as wide a range of activities as possible to all pupils regardless of means charges will also be remitted for:

- a) For those entitled to Free School Meals in all cases where charges can be levied except for negligent/wilful damage, loss of school property, extra-curricular activities, and after school club.

- b) For those who have in the last 6 months lost their entitlement to Free School Meals where charges can be levied except for negligent/wilful damage and extra-curricular activities, loss of school property and after school club.
- c) At the discretion of the Head Teacher in consultation with the Chair of Finance Committee other hardship cases from 25% remission up to full remission in all cases where charges can be levied except for negligent/wilful damage, loss of school property, extra-curricular activities, and after school club.

Pupils who would have had their charges remitted will also not have to pay Voluntary contributions.

**Review Date:** .....April 2020.....

Approved by: Governing Body

Date.....

Review Date.....

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