



***“I am the way, the truth, and the life.” (John 14:6)***

***St Mary's is a Catholic Primary School.  
We place our children at the heart of all we do,  
inspired by the love, life and teachings of Jesus  
and the Catholic Christian Church.***

### **Charging and Remissions Policy**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfE guidance

There are four principles underlying the provisions on charging:

- That education in school should be free.
- That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability to help meet the cost.
- That there is no statutory requirement to charge for any form of education, but that LAs and schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- That LAs and schools have the right to invite voluntary contributions for the benefit of the school, or in support of any activity organized by the school, whether during or outside school hours.

#### **The Policy**

The school recognizes that there are a number of activities which will only take place if parental contributions are available but it stresses that no child will be excluded from any activity organised by the school because of the inability of their parents to pay such a contribution.

However, if insufficient contributions are made then the school reserves the right to cancel an activity.

#### **Optional visits wholly or mainly outside school hours**

*E.g. an evening trip to the theatre, or a Saturday visit to a wild life centre.*

It is the intention of the school to charge the full cost of visits which take place wholly or mainly outside school hours, and which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfill statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals. These visits will proceed only if all those who wish to go pay the full cost of the trip in advance.

### **Visits wholly or mainly during school hours**

E.g. visit to Truro museum to study 'The Victorians', or a visit to the recycling centre

It is the intention of the school to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfill statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and to cover supervisors travel costs. Where parents are unable to pay the cost of a trip they should discuss their situation with the Headteacher. However, the school will reserve the right to cancel the trip if there is insufficient financial support. The school will always aim to give parents' sufficient warning of dates and costs of trips.

### **Board and lodging charges on residential visits**

It is the intention of the school to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where parents are unable to pay the cost of a trip they should discuss their situation with the Headteacher.

Voluntary contributions towards the costs of transport, insurance, admission charges, etc. incurred during residential trips will be requested and are a necessary prerequisite for the visit taking place.

### **Individual tuition in the playing of a musical instrument**

It is not the intention of the school to charge for such tuition where it is provided by LA employed schools' staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge will be made to pupils concerned.

### **Re-sits of prescribed public examinations where no further preparation has been provided by the school**

It is the intention of the LA to charge the full cost of the re-sit.

### **Entry to examinations which are not prescribed in regulations issued by the Secretary of State**

It is the intention of the school to charge the full cost of the entry

### **Charges for ingredients, materials and equipment**

The school is prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash or in kind, are encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

### **Charges for breakages and fines**

Where breakages or loss of equipment (e.g. reading books) occur the cost of replacement items will be billed to parents.

**Recovery of unpaid charges**

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts. However, in an endeavour to avoid such measures being necessary, the school will request contributions to be paid in advance when appropriate. If insufficient monies are paid, the school will reserve the right to cancel the arrangements.

**Communications with parents**

The school will communicate with parents in writing about any charges.

**Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually

Policy reviewed September 2017  
To be reviewed by September 2018