

ST. STEPHEN'S CATHOLIC



PRIMARY SCHOOL

## ST STEPHEN'S CATHOLIC PRIMARY SCHOOL

*Working together to succeed through faith in Jesus Christ*

# Charging and Remissions Policy

## March 2018

### DOCUMENT STATUS

Produced By	Version	Date	Action	Review
St Stephen's Catholic Primary School	1	March 2018	For adoption by Governors Safeguarding Committee	March 2019

# St Stephen's Catholic Primary School

## Charging and Remissions Policy

### **Overview:**

The Headteacher 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 aims 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.

### **Statement:**

The policy complies with the requirements of the Education Act 1996

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim:-

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

### **Legislation – Educational During School Hours:**

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 school to carry pupils between the school and an activity.” It goes on to advise that “although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind).”

When additional costs are incurred by St. Stephen's Catholic Primary School to enhance the curriculum opportunities for the pupils, parents may be requested 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.

### **Education Outside School Hours:**

The DfE in its guidance to School Governors states that “Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Reform Act 1988 described activities, which can be charged for as “optional extras”.

### **Remissions:**

To ensure that access to activities reflects intentions, St. Stephen’s Catholic Primary School will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

### **Strategies:**

1. No charge will be made admitting pupils to school.
2. The school may request voluntary contributions towards the cost of some activities planned during school hours.
3. Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
4. When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
5. On residential trips that take place wholly, or mainly during school hours, the school will charge for the cost of board and lodging the actual cost provision.
6. Children, whose parents are in receipt of some specific support payments will in, addition to having a free school lunch entitlement, also be entitled to remission of these charges. Similar entitlement will apply when the trip takes place outside school hours but where is necessary either as part of the national curriculum or the syllabus for religious education.
7. Where music tuition or singing tuition is not an essential part of the curriculum charges may be made.

### **Outcomes:**

The funding activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements by law.