

ST. CATHERINE'S RC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

1. STATUS

Statutory.

2. PURPOSE

The purpose of this Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: *8.50am – 12.15pm and 1.15pm – 3.15pm*

3. WHAT WAS CONSULTED?

The policy has been informed by the Cumbria Children's Services Directorate advice issued in July 2007.

4. RELATIONSHIP TO OTHER SCHOOL POLICIES

The policy complements the school's equal opportunities policy, curriculum policy, teaching and learning policy and off-site visits policy.

5. ROLES AND RESPONSIBILITIES OF HEAD TEACHER, OTHER STAFF, GOVERNORS ETC.

The Head teacher will ensure that the following applies:

During the school day

All activities that relate to the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the music teaching or activity is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. In cases where more than one child from the same family is paying for lessons the school may, at its discretion, offer a discount.`

Voluntary contributions may be sought for activities during the school day which entail additional costs, *[for example a visit to a museum, historical site etc....]*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the head teacher to agree to their child being absent for that period.

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residential

Charges will be made for, board and lodging, except for pupils whose parents are in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit.

Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases, parents will be told how the charges were calculated.

In order to make up any shortfall in overall charges by the residential provider e.g. tuition, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead.

School mini-bus

Only the school's pupils, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the school has a permit issued by the LA under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service will not make a profit for the school.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are *those in receipt of Income Support, Income based Jobseeker's Allowance, Support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions) Guarantee element of State Pension Credit.*

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Approved by the governing body resources committee October 2022