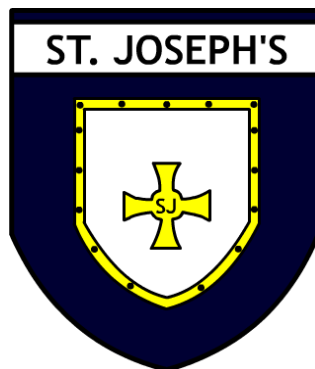


# St Joseph's Catholic Primary School

## Charging and Remissions Policy



'We are all God's children  
and will try to live, love, work  
and serve as Jesus taught us.'

*Approved by the staff and Governing Body: 31<sup>st</sup> January 2017*

*Review Date: Spring 2018*

*At St Joseph's Catholic Primary School we believe that children learn best when they are engaged and interested in their work and extra curricular activities contribute to this sense of excitement and enjoyment. All our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents' financial means.*

This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### **Voluntary Contributions**

Visits and other extra-curricular activities play an important part in the delivery of our curriculum and have a positive impact on a child's educational and social development. However the school acknowledges that it is not able to make compulsory charges for school activities, but will seek voluntary contributions from parents/guardians to help offset the cost of the activities to the school in accordance with the terms of the 1996 Education Act guidelines.

The Law says:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because parents are unable to pay.
- If insufficient contributions are raised, the trip or activity may have to be cancelled.
- If the parent is unwilling or unable to pay their child will be given an equal chance to participate in the activity or trip.

All visits and events should be educational in content and closely linked to work being undertaken in the classroom within the boundaries of the National Curriculum and programmed to take place at a time when maximum benefit to classroom activities can be achieved.

The school's charging and remissions policy, will apply to all educational visits and extra curricular activities.

### **No charges will be made for:**

1. Education provided during school hours, including the supply of any materials, books, instruments or other equipment.
2. Education provided outside school hours if it is part of the National Curriculum or part of the school's Religious Education Curriculum including that undertaken on a trip.
3. Tuition for pupils learning to play a musical instrument or singing if the tuition is part required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the school is being prepared for at the school.

### Activities for which charges may be made:

1. **Trips and extra-curricular activities** where it is not possible to cover these additional activities within the resources ordinarily available to the school. A voluntary contribution may be requested for such activities. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it may be cancelled.
2. **Residential Visits:** Special rules apply for residential activities, which are defined as “those requiring pupils to spend one or more nights away from home.” (The Croner guide). A charge will be made for board and lodgings and a contribution to cover the remaining costs. Payments can be paid in instalments with a last payment made before the visit date. A non-refundable deposit will be required.

***However pupils, whose parents are in receipt of certain benefits (see Remissions below) may not be charged for trips or extra-curricular activities and board and lodging costs. Parents are advised to speak with the headteacher as soon as possible to discuss this.***

3. **Music Tuition** for individual or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of the National Curriculum.
4. **“Optional extras”;** Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as **optional extras**. Charges will not exceed the actual cost (per pupil) of provision. These may include:
  - a. Materials, books, instruments or resources **where a parent wishes their child to own them** eg a recorder for recorder lessons; a SATs revision book and other stationary for work in Years 5 and 6.(Resources, materials and equipment will always be provided by the school.)
  - b. Music tuition where instrument or singing lessons are an optional extra for pupils or groups of pupils.
  - c. After school clubs run by an external providers. Payment is always direct to the club itself.

For points b and c above remissions and help will be considered.

### Remissions

In order to remove financial barriers from disadvantage pupils, the governing body has agreed that some activities and visits where charges can legally be made may be offered at no charge or at a reduced charge to parents. Parents are requested to meet with the head teacher to discuss financial support. This remissions policy sets out the circumstances in which charges may be waived and/or subsidised.

The criteria for remission are given below:

1. If the parent/guardian of a pupil is in receipt of:-

Income support

- Income based Jobseekers' Allowance
  - Income- related Employment and Support Allowance
  - Support under pt VI of the Immigration and Asylum Act 1999
  - State pension credit
  - Child tax credit (providing that they do not receive Working Tax Credit and have an annual income, assessed by Revenue and Customs that does not exceed £16,190)
  - Working Tax Credit "run on" – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
  - Universal Credit
2. Parents/guardians who would incur multiple charges because of twins, triplets etc.
  3. In exceptional circumstances where the financial circumstances of a family is difficult.

### **Damage/Loss of property**

A charge will be levied in respect of wilful damage, neglect or loss of school property or property belonging to a third party, where the cost has been recharged to the school, to cover the repair or replacement of the item. The Headteacher will decide on the charge to be made against repair or replacement.

### **Additional Considerations**

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will aim to adhere to the following guidelines:

- Where possible we shall publish a list of visits and their approximate cost in the information sent home at the end of each year introducing parents to the following year.
- We have a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid this method of selection.

This charging policy has been compiled in accordance with s457 of the 1996 Education Act.