



## *St Bernadette's Catholic Primary School* **Charging & Remissions Policy**

### **Introduction**

The governing body recognises the valuable contributions that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

It is the governors' wish that all children have equal access to all activities; no pupil will be denied access to the curriculum through financial constraints.

The Governing Body is required by law to have a "Charging & Remissions" policy in place that clarifies what activity is liable for charging and what should be left as voluntary contribution.

### **Definition**

For the sake of clarity the school day is defined as 8.45am till 12.00noon and 1pm till 3.30pm. The midday break does not form part of the school day.

### **Responsibilities**

The Headteacher will ensure that all staff are familiar with and correctly apply the policy.

### **General Principles**

There will be no charge for admission to the school.

Education provided for registered pupils at school shall be free of charge if it takes place wholly or mainly during school hours.

A charge will be made for extra curriculum instrumental tuition and instrumental hire, in respect of individual or small group tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the requirements of the National Curriculum, in which case it will be provided free.

Neither pupil, parent nor guardian will be required to pay for, or to supply any materials, books, instruments or any other equipment for use in connection with education provided during school hours. Parents or guardians may however be invited to provide their children with particular items, in order to release resources from the school budget for other purposes, but no child shall be at a disadvantage because of a parent's or guardian's unwillingness or inability to contribute in this way.

The school reserves the right to make a charge where the school has supplied the materials or ingredients for use in Design Technology (food) lessons or clay or other materials in practical lessons, if they have indicated in advance that they wish to own the

finished product. In the case of a parent being unwilling or unable to pay, the child will have the experience of participating in the practical lesson but will not own the finished product.

### **Education visits during school hours**

The school will not make a charge for any trip or activity, which forms an essential part of the National Curriculum or forms part of the school's basic curriculum for religious education. However, voluntary contributions will be sought from parents for activities such as educational visits.

All letters sent to parents publicising a particular activity will normally make it clear that voluntary contributions are being sought. Furthermore it will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents are unwilling or unable to contribute.

However, it will be made equally clear, that the activity will not take place if parents are reluctant to support it

### **Residential**

Where a school activity involves pupils in at least one night away from home, a charge for the actual cost of providing board and lodging will be made. Costs for a residential visit could also include elements for materials, books, instruments, equipment, tuition, entrance fees and insurance. In addition, voluntary contributions for transport and activity costs may also be sought.

The school will ensure that parents pay the agreed charges before the child undertakes the activity.

### **Education partly during the school day**

If a non-residential activity happens partly inside the school day and partly outside of the school day, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, where a significant proportion of a trip takes place out of school time a charge may be levied to include the cost of entrance fees, travel and other sundry expenses as appropriate. When such activities are arranged parents will be informed as to how the charges are calculated

### **Optional Extras Outside School Hours**

Charges may be levied for optional extra activities that are provided voluntarily outside of the school day, to cover the cost of that activity. Such activities may include sports coaching, theatre visits, art club, gardening club, choir etc. Charges will not exceed the actual cost of the individual pupil's participation and may include transport and any additional costs relating to staffing and/or insurance etc.

### **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 are unable or those who won't.

### **Breakages and Damage**

Parents may be asked to pay the cost of repairs arising out of damage, breakage, loss or defacement to school property or equipment where this is the result of a pupils' misbehaviour.

## **Remissions**

It is recommended that charges for activities be remitted in cases of hardship for those children whose parents are in receipt of eligible benefits e.g. Income Support, Family Credit etc.

In such cases the Headteacher shall have discretion to remit wholly or in part, any charge levied by the school. In exercising this discretion the Headteacher will take into account that as a statutory minimum, schools are required to provide a complete remission of board and lodging charges to pupils whose parents are in receipt of an eligible benefit and who apply for remission.

## **Eligible benefits**

Income Support; Income-based Universal Credit; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit ).

The headteacher should tell all parents of the right to claim a remission of charges if they are receiving one of the above benefits.

## **Letting of premises**

The governing body will make a charge for the use / hire of school premises outside of the school day. The Building Committee, following consultations with the Area Finance Team, will set the actual cost of hire. All persons seeking to hire the school premises are required to complete an indemnity form and comply with all requirements as set out in the school's Lettings Policy.

## **Charges for services**

The governing body reserves the right to make a charge for all private phone calls made by staff / visitors. A charge will be made for photocopying in response to requests arising out of "The Freedom of Information Act". The exact cost of photocopying is detailed within the governors' FOI Publication Scheme.

This policy will be reviewed annually and updated as necessary.

Signed: ..... (Headteacher)

..... (Governor)

Date: .... / .... / ....