



## Charging and Remission Policy

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Signature of Head teacher:	<i>Heman</i>
Signature of Chair of Governors	<i>R</i>

## St Mary's Catholic Primary School Charging and Remissions Policy

### 1. Education

#### There is no charge for:

- ∞ Admissions
- ∞ Education provided during school hours (including the supply of any materials, instruments or other equipment)
- ∞ Education provided outside of school hours if it is part of the national curriculum
- ∞ Instrumental or vocal tuition unless the tuition is provided at the request of parents

#### The School may charge for:

- ∞ books and materials that parents wish their children to keep (prices will be outlined before charging)
- ∞ optional extras (see Section 3)
- ∞ music tuition (see Section 5)

### 2. School Meals

There will be no charge for children entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged an amount set by the Local Authority

### 3. Optional Extras

The school will charge for optional extras. Optional extras are:

- ∞ education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of religious education
- ∞ transport (other than transport taking the pupil to and from the school or to other premises where the local authority or governing body has arranged for education to be provided for the pupil, or transport provided in connection with an educational visit)
- ∞ board and lodging for a pupil on a residential visit
- ∞ extended day services offered to pupils (for example breakfast club, after-school club, tea and supervised homework sessions)

#### The cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities. The levels of charges will be set annually by the Headteacher on the recommendation of the governing body.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating.

In cases where a small proportion of the activity takes place in school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

When calculating the cost of optional extras an amount may be included in relation to:

- ∞ any materials, books, instruments or equipment provided in connection with the optional extra
- ∞ the cost of buildings and accommodation
- ∞ non-teaching staff
- ∞ teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- ∞ the cost; or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school requires the agreement of parents before organising the provision of an optional extra where charges will be made.

#### **4. Voluntary Contributions**

Portsmouth Diocesan Levy

St Mary's School is part of Portsmouth Diocese which levies an annual fee on all families with children at Catholic schools. The levy is essential for the maintenance of Catholic schools as the Government only funds 90% for buildings in Catholic schools and the schools and parishes must generate the shortfall. Parents taking up a place at a Catholic school will be made aware of this and we hope will support the school in this vital financial obligation. The contribution of £30 per child can be paid in full each September or in instalments of £10 at the start of each term.

When organising school visits or visits which enrich the curriculum and educational experience of the pupils, the school will invite parents to contribute to the cost of the visit. All contributions are voluntary. If the School does not receive sufficient voluntary contributions, a visit may be cancelled. If a visit goes ahead, it may include children whose parents have not paid any contribution; these children will not be treated differently from other children.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the School will allow the child to participate fully in the visit or activity; the School may pay additional costs in order to support the visit.

Where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution.

#### **5. Music Tuition**

The School follows relevant government legislation that states all education provided during school hours must be free; music lessons are an exception to this rule.

**The school will not charge if** the music tuition is part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. This includes instruments, music books and exam fees.

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of pupils to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition; therefore charges made for music tuition within school hours will be remitted for Key Stage 2 pupils entitled to means tested free school meals.

There is no charge for vocal or instrumental tuition for pupils looked after by a Local Authority; this includes instruments, music books and exam fees.

**6. Activities During School Hours (not including the break in the middle of the school day)** There will be no charge for activities during school hours with the exception of music tuition (see **Section 5**). There will be no charge for transport during school hours to school-activities.

**7. Activities Taking Place Outside of School Hours (non-residential)**

There will be no charge for activities that take place outside of school hours when they are:

- ∞ part of the set curriculum, including sports matches against other schools
- ∞ part of the School's basic curriculum for religious education

There will be no charge for after-school activities run by teaching staff. Teaching staff who run clubs may request voluntary contributions towards the cost of materials. Services provided by external clubs are optional and these will be charged for.

**8. Activities Taking Place Partly During School Hours**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **Section 6**. Travelling time is included in time spent on an activity.

In cases where the majority of a non-residential activity takes place outside of school hours a charge will be made but the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as that outlined in **Section 4**.

**9. Residential Activities**

The school will charge for board and lodging but the charge will not exceed the actual cost. If parents are in receipt of certain benefits they will be exempt from paying the cost of board and lodging (see **Section 12** for more guidance on remissions).

In addition to the above, the school may request voluntary contributions for the other costs associated with the trip, for example: the cost of transportation, cost of activities whilst on the residential, the admission fees and board and lodging of the teachers attending and overheads such as administrative staff time.

The school will calculate how much they can afford to contribute to the trip and, if not enough contributions are received, the trip will have to be cancelled.

The charge will not exceed the actual cost and the school will not enforce payment of voluntary contributions, only the board and lodging element of the trip.

No charge for supply teacher costs to cover for those teachers who are absent will be included when costing a residential school trip.

**10. Extended Services**

The School is dedicated to providing a well-rounded and extensive education for pupils that includes a wide range of extra-curricular activities (extended services). Extended services enable the School to ensure:

- ∞ high-quality learning opportunities either side of the school day
- ∞ early intervention when children are at risk of poor outcomes, e.g. providing access to study support, parenting support or to more specialist services such as health, social care or special educational needs services
- ∞ ways of increasing pupil engagement
- ∞ ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
- ∞ no parent will be asked to subsidise others

The School provides extended services including breakfast club and after school club, which will be charged for. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise these.

### **11. Damage to Property and Breakages**

Where school property has been willfully damaged by a pupil or parent the School may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil or parent; and the School has been charged, the School may charge some or all of the cost to those responsible.

The Headteacher will decide whether or not charges will be made.

### **12. Remissions and Concessions**

The school will give consideration to the remission of charges to parents or carers whose children qualify for means tested free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils; this will be determined by the governing body and Headteacher.

### **13. Inability or Unwillingness to Pay**

The School is committed to fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

The identity of a child or parents of a child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances to other parents or children.

### **14. Non-Chargeable Activities**

#### **Swimming**

The School organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. The School may ask for a voluntary contribution towards the cost of transport, but there will be no charge for swimming lesson provision.