

ST PATRICK'S CHURCH OF ENGLAND PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Status : Statutory

Purpose

The purpose of the 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: 8.55 - 3.15 (Reception and KS 1) 8.55 - 3.20 (KS 2)

Consultation

The policy has been informed by the publication *A Guide to the Law for School Governors*

Roles and Responsibilities

The Headteacher will ensure that the following applies:

- During the school day
All activities that are a necessary part of the National Curriculum plus religious education will be provided to all children in the school 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 teaching is an essential part of the National Curriculum or subsidised by a specific grant (e.g. the LSS music service school allocation) we will make a charge.

Schools can ask for voluntary contributions to make school funds go further and St Patrick's School may seek them for activities during the school day which entail additional costs, e.g. trips to museums, art galleries or sports fixtures; visits from theatre companies, music groups etc. Such requests will make clear that contributions are voluntary and that children whose parents do not contribute will not be treated any differently. No pupil will be left out of an activity because his/her parents cannot or will not make a contribution. However the Head teacher will point out to parents that if voluntary funding from parents is not sufficient to cover the costs of any visit, residential or otherwise, it may not be possible to run it.
- Optional activities outside the school day
We will charge for optional extra activities provided in school but outside the hours of the school day and which are additional to the requirements of the National Curriculum.
- Residential Visits
Charges will be made for transport, board and lodging, except for pupils whose parents apply for, and are granted, dispensation. Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential visits. The relevant support payments are :
 - ✓ Income Support
 - ✓ Income based Jobseeker's Allowance
 - ✓ Support under part V1 of the Immigration and Asylum Act 1999
 - ✓ Child Tax Credit, where the parent is not entitled to Working Tax Credits ,and whose annual income (as assessed by the Inland Revenue) does not exceed £13,230

The usual free school lunch entitlement verification procedures will be applied when remission of these charges is considered.

- Calculating charges

When charges are made for an activity they will be based on the actual costs incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who cannot. Support for cases of hardship will come through voluntary contributions, fundraising or Governors' donation.

The principles of 'best value' will apply when activities are planned that will incur costs to school and/or charges to parents.

Arrangements for monitoring and evaluation

The head teacher will report to the Governing Body details of school trips, visits and/or special activities which will include information re costs and parental feedback .

Date established by the Governing Body

January 2005

Reviewed : November 2007. October 2009

November 2010 2012 October 2015

November 2016

Date of Next Review : October 2017