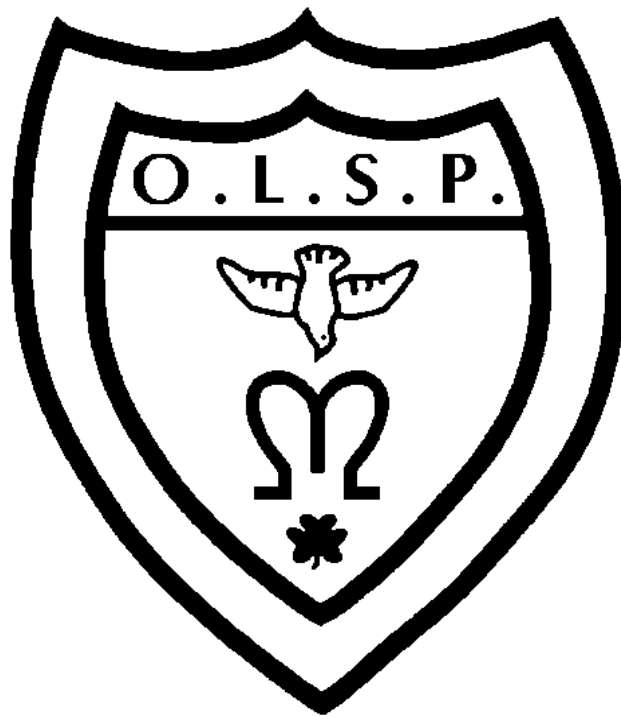


# **Our Lady and St Patrick's Roman Catholic Nursery and Primary School**



## **Charging and Remissions Policy**

Last reviewed: Spring 2017  
Next review: Spring 2019  
LGB

# **Our Lady and St Patrick's Roman Catholic Nursery and Primary School**

## **Charging and Remissions Policy**

### **Mission Statement**

The Catholic Faith and the principles of the Gospel are central to the daily life of Our Lady and St. Patrick's Roman Catholic Nursery and Primary School. We are committed to:

**“Living, Loving and Learning Together in God's Way”**

### **Rationale**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LEA /CAST policy and the DfE guidance and complements the school's Finance Policy.

Nursery	8.45am to 3.15pm
Reception	9am -11.45 noon, 1pm-3.15pm
Key Stage 1	9am-12 noon, 12.55pm -3.15pm
Key Stage 2	9am-12.05pm, 12.55pm-3.15pm

### **Policy Statement**

During the school day all activities that are a necessary part of 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 teaching 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.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example field trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If sufficient funds are not available it may be necessary to curtail or cancel activities. This will be made clear in a letter to parents.

From time to time we may invite a non-school based organisation such as for example a visiting drama group or storyteller, to arrange an activity during the school day. Such organisations may wish to charge the school which may, decide to ask parents for a voluntary contribution.

There is no limit to the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions.

### **Optional activities outside the School Day**

We may charge for optional, extra activities provided outside of the school day, for example Theatre visits, ice skating etc. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus. Where we wish to charge we will tell parents in advance. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

### **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.

### **Residentials**

Voluntary contributions will be requested for activities, transport, board and lodging and additional costs incurred by the school. Remissions are available for board and lodging only, for pupils whose parents are in receipt of free school meals.

### **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 or won't. Support for cases of hardship will come through voluntary contributions and fundraising. Parents who would qualify for support are those who are in receipt of free school meals.

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

### **Breakages and fines**

Parents will be asked to pay for the cost of the repair or replacement of any aspect of the building, or defaced, damaged or lost resources, where this is the result of a pupil's behaviour.

### **Ingredients and materials**

Parents may be asked to cover the cost of ingredients or materials, or provide the raw materials, if they have indicated in advance that they wish to own the finished product.

### **Music tuition**

In cases of hardship the Governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## **RESPONSIBILITIES**

**The Governing Body** will agree a fund with the budget plan to support residential activities.

**The Governing Body** will delegate to the Chairman and the Head teacher the determination of any individual case arising from the implementation of the policy

**The Head Teacher** will have day-to-day management of the fund, and will determine the proposition of costs of all activities.

**The Head Teacher** will ensure that staff are familiar with and correctly apply the policy.

**Staff organising activities** must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Management Team for consideration and approval.

**The Head Teacher** will monitor the implementation of the policy and provide the Governors with a financial report as part of the normal termly reconciliation of the school budget.

**The Governors** will review the policy annually, and may from time to time amend the categories for which a charge may be made.

### **Eligible Benefits**

Receipt of Income Support Income-based Jobseeker's Allowance, the guarantee element of Pension Credit or Child Tax Credit without working tax credit where income is less than the current minimum level.

**Note – Contributions based Jobseeker's Allowance, Working Tax Credit and Inability do not qualify. Also being in receipt of Child Tax Credit and Working Tax Credit does not qualify.**