



## **St. Marks's Catholic Primary School**

### **Charging and Remissions Policy**

#### **Introduction**

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 LA policy and the DFES guidance.

St Marks Catholic Primary School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities and to

- Participate fully in the school curriculum
- Contribute to all aspects of school life
- Be a valued partner in the process of education

These objectives must be seen to inform educational activities, whether in or outside the school and are therefore integral to the process of charging for school activities and to the remission which is available to parents/guardians who are on low incomes.

The school aims to

- Make all activities accessible to all pupils regardless of family income
- Encourage and promote external activities which give added value to the curriculum
- Provide a process which allows activities to take place at a minimum/reasonable cost to parents, pupils and the school taking all factors into consideration
- To respond to the wide variations in family income while not adding other unexpected burdens to the school budget

The development of a range of activities forms part of the school's forward planning and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities. It includes a number of key factors

- The value of certain activities in relation to age/needs of pupils
- The cost of the activity set against its educational value
- How the activity will be financed

- The appropriate process for raising funds
- An assessment of whether the educational aims can be met in any other way
- An understanding of the various activities involved for example education visits, music tuition, materials for practical work
- An assessment of local facilities

### **Definition**

The school day is defined as:

8:45-12:00 and 1:15-3:10 (Reception)

8:45-12:15 and 1:15-3:10 (KS1)

8:45-12:30 and 1:15-3:15 (KS2)

### **Responsibilities**

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

The Governors will review the policy annually

### **Policy Statement**

During the school day, 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 (*for example Swimming Baths*). It may exclude charges made for teaching an individual pupil or small groups of pupils, e.g to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or Religious Education we may make a charge. (*See below*)

**Voluntary contributions** may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as a *theatre or sports group* to arrange an activity during the school day. This may incur a cost.

### **Optional activities outside of the school day**

We do not charge for optional, extra activities provided outside of the school day, for example after school clubs, theatre visits etc.

### **Residential**

Charges will be made for board and lodging, transport and insurance.

### **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.

Parents who would qualify for support are those who are in receipt of eligible benefits.

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

### **Music Tuition**

In extreme 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.

### **Eligible benefits (these may change according to current government policy)**

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that is the same amount applied to free school meal entitlement).

### **INFORMING PARENTS**

A letter will be sent to parents giving them information about the proposed visit/activity which includes

- details of the visit/activity
- dates and times
- expected dress code
- proposed voluntary contribution (if applicable)

- return slip to include a parental signature agreeing to the child taking part

Any charge that is made for each pupil will not exceed the actual cost.

### **IMPLEMENTATION**

Planning, as part of the process of budget building, is essential to developing a charging policy at St Marks School which recognises equality of access. We will endeavour therefore to produce a programme of activities based on a clear set of priorities identified by the school.

Members of staff arranging such activities will consider:

- the projected number of children
- cost per head
- breakdown of transportation costs
- entry fees

Such a process, however should not inhibit flexibility and the capacity of the school to take advantage of opportunities that arise during the course of the year. These will be implemented in a way which is consistent with the school's overall policy.

### **BREAKAGES AND FINES**

A charge may (and usually will) be made for any deliberate damage to the school premises, or any school books, materials or equipment. The charge will be for the current cost of replacement or repair whether or not such a replacement or repair is made. A charge will be made for the loss by a pupil of any equipment lent to them by school ie books, computer equipment etc.

This policy will be brought to the attention of all St Mark's School staff and will be subject to review and revision by the Governing Body as necessary.

Policy agreed by staff and governors: June 2017  
To be reviewed: June 2018

Mr. S. Murphy