



St Monica's Catholic Primary School
...a small school where big things happen...



Charging and Remissions Policy

Ratified by the Governing Body: Sept 2019

Next Review Date: Sept 2020

INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements and is reviewed every year.

Activities without charge:

All education provision delivered to children in school during the course of the normal school day is free of charge. No charge is made for any activity that forms part of the National Curriculum. Consequently, in line with DfE guidance, the Governing Body will not charge for any of the following:

- Education provided wholly or mostly during school hours. This includes the supply of materials, instruments, or other equipment required for classroom work;
- Instrumental and vocal music tuition for pupils learning individually or in
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for the examination at the school.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed the actual cost. In all cases details and costs will be communicated in advance to facilitate planning:

- School dinners for children who are not eligible for Free School Meals. Details of eligibility are available on the Department for Education (DfE) website;
- Any additional materials, books, instruments or equipment requested by the child's parents;
- Board and Lodging on residential visits;

- Certain Early Years provision (see the Education (Charges for Early years Provision) Regulations 2012);
 - Re-sit(s) for public examinations where no further preparation has been provided by the school.
- The proportionate costs for an individual child of activities wholly or mainly outside of school hours ('optional extras') to meet the cost for:
 - Travel
 - Materials and Equipment
 - Non-teaching staff costs
 - Entrance fees
 - Insurance costs (c)
- Individual tuition in the playing of a musical instrument
- Costs of non-prescribed examinations where no further preparation has been provided by the school.
- Any other education, transport, or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs, including Breakfast Club, After School Club, Sports and other Enrichment Clubs.

Full details of Clubs and their costs are available from the school office and will be made clear to parents before they sign up or join the clubs.

Voluntary Contributions

Parents will be invited to make a voluntary contribution to the following:

- class trips to locations outside of school that require a fee to be paid (e.g. Kidzania, London Zoo, etc);
- the cost of a coach to and from the school (e.g trip to the seaside);
- the cost of an educational visitor to run a programme in school.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition, it will be made clear to parents that:

- a) the contribution is genuinely voluntary and the parent is under no obligation to pay; b) the registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The responsibility for determining the level of voluntary contributions is delegated to the Headteacher.

Voluntary contributions will be used to:

- Cover the admission fee for groups of children on trips
- Cover the cost of coach transport to and from school
- Cover the cost of employing an educational visitor into the school to run programmes.

Where there is insufficient contributions to make the activity viable, or if the school cannot fund it from another source, then the activity will be cancelled.

REMISSIONS POLICY

Charges for some Chargeable Activities may be waived or reduced at the discretion of the Headteacher. Where appropriate, the Governing Body may approve the use of some dedicated funding (such as Pupil Premium or PE Grant) to allow such chargeable activities to be fully or partly remitted.

Details of any remission arrangement will be made clear when parents are informed of charges for such activities.

School Dinner Monies

All children who are not eligible for Free School Meals (FSM) must pay the cost of dinners approved by the Governing Body. The SAO will work with the SBM to ensure that all dinner monies are paid weekly and keep arrears to a minimum.

In case of persistent non-payment, the SBM must deal, working with the Head Teacher. Every effort must be made to ensure that all monies due are collected, whilst working in empathy with all parents.

Disposal of school equipment

All school equipment remain the property of the school. All obsolete equipment must be notified to the school Caretaker who will inform the Head teacher (or SBM) for authority to dispose. Please note that all ICT equipment must be disposed in compliance with the Environmental Laws in operation.

Approved by the Resources Committee: 13th May 2019

Ratified by the Governing Body: 8th July 2019

Next Review Date: May 2020