

St. Clare's Catholic Primary School

Charging and Remissions Policy



**We welcome everyone into our community in order to live, love and learn together
in the light and example of the life of Christ.**

September 2018

To be reviewed - September 2019

Signed by Chair of Governors:

Signed by Headteacher:

RATIONALE

The Governing Body of St Clare's Catholic Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

AIMS

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

Optional extras

We may charge parents for the following optional extras:

Education provided outside of school time that is not:

Part of the national curriculum.

Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.

Religious education.

Examination entry fees where the pupil has not been prepared for the examinations at the school

Transport, other than that arranged by the LA for the pupil to be provided with education

Board and lodging for a pupil on a residential visit

Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

Materials, books, instruments or equipment provided in relation to the optional extra

The cost of buildings and accommodation

The employment of non-teaching staff

The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for

Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Residential visits

We will not charge for:

Education provided on any visit that takes place during school hours.

Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

Universal Credit

Income Support

Income Based Jobseekers Allowance

Support under part VI of the Immigration and Asylum Act 1999

Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year

The guarantee element of State Pension Credit

An income related employment and support allowance

Letters written at the request of Parents

If a parent needs a letter written by school to provide information about their child/ren's enrolment at St Clare's they must put their request in writing (a response may take up to 7 working days so please leave enough time) and at the time of request £5 must be paid to school.

Exceptions to this are requests made by the Home Office, NHS and other Government departments.

Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

Out of hours care

Any charges for extended day services will be optional. At St Clare's after school care is available (subject to vacancies) for children in Reception – Year 6. Charges are shown below:

3:00pm – 4:30pm cost is £3.50

3:00pm – 5:45pm cost is £5.00

If a child is not collected on time either at 3pm from the end of a normal school day or after a club activity then they will be

cared for by our after school provision and the charges above will apply.

Late collection is charged at £5.00 for every 15 minutes after 5:45pm

Money must be paid on time and we will not allow families to build up large debts.

Breakfast club (new arrangements from June 2016)

We intend to open a 'playground bagels' option to our current breakfast club, this will mean that all children may come to school between 8:30am and 8:40am to receive a bagel for free to help them be ready for the school day.

Any family wishing to send their children to school from 7:45am (doors close at 8:30am but the children will be supervised until 8:45am and dismissed straight to class) will be charged at £1.00 per session for childcare, the children's breakfast will continue to be free.

Money must be paid on time and we will not allow families to build up large debts.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Lost or damaged books will be charged at £5 per book. There will be no re-fund for a book that is found at a later date. All other loss or damage will be reviewed on a case by case basis.

Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.