

ST. JOSEPH'S



CATHOLIC PRIMARY
SCHOOL

St. Joseph's Catholic Primary School
"Learning and Growing Together in the Light of God's Love"

Charging and Remissions Policy

Effective Date: Spring 2015

Next Review Due: Spring 2018

Description of the School and Mission:

St Joseph's is a voluntary aided Catholic primary school which, as part of the Catholic community, aims to provide an excellent primary education where children are prepared for a life animated by Christian values. St. Joseph's is a one form entry, co-educational primary school catering for children of mixed ability aged from four to eleven.

School Mission Statement:

"Learning and Growing Together in the Light of God's Love"

At St Joseph's Catholic Primary School...

We cherish the uniqueness of all individuals.

We aim to create a learning climate which promotes the development of the whole child and engenders a love for learning and excellence, so that within the framework of a broad and balanced curriculum, all may realize their potential.

We proclaim the Gospel values in the ways in which we love ourselves and others.

Worship, prayer and our relationship with God are at the heart of school life.

We embrace our role in the wider community and seek to bear witness to our Catholic Faith in all that we do.

Policy Formation:

This policy is written in accordance with the Education Reform Act 1996, and the corresponding guidance document 'Charging for School Activities' (DFE, 2014).

Dissemination of the policy:

An electronic copy is available on the school system and a hard copy is housed in the policy file in the staffroom. The policy is available on the school website and paper copies are available to parents on request.

Procedure for Monitoring and Evaluation:

The implementation of this policy is monitored by the Finance & HR Committee of the Governing Body and the Senior Leadership Team.

Chair of Governor's Signature:

Date:

Introduction

St. Joseph's School aims to value each pupil as an individual and enable them to achieve their full potential through a wide variety of opportunities and experiences. This document sets out the school's policy for charging for the provision of this wide variety of opportunities and experiences. Whilst the intention is to apply the policy equally in order to promote fairness, every effort will be made to ensure that no child is prevented from participating because of financial circumstances.

This policy sets out the circumstances in which the school may charge for certain activities, together with the circumstances in which any charge will be remitted. It has been drawn up in accordance with the arrangements as set out in the Education Act 1996.

Day Trips/ Visits and Enhancement Activities

Where an external school trip is arranged or an activity takes place within school (e.g. a theatre group or a workshop) to enhance the curriculum, a charge to cover the additional cost of providing this activity will be requested in respect of each participating pupil.

- Where the trip or activity occurs during the school day, parents will be asked for a voluntary contribution to cover the cost of their child's participation.
- Charges levied for such trips, visits and activities will represent the actual cost of providing the trip and no profit will be made.
- It will usually be the case that the activity in question can only go ahead if all, or a substantial majority, of parents agree to make the voluntary contribution. If insufficient funding is received, the school reserves the right to cancel the event.
- Once a trip or activity has been paid for, there will be no reimbursement for absentees on the day.
- Where a child may be prevented from participating in an outing or activity because of financial hardship, consideration will be given to reducing the voluntary contribution expected for that child.
- Where sponsorship or donations have been received towards the cost of the trips or activities, it is for the school to decide how to use them. Contributions may be offset against the cost of the trip as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the amount of voluntary contribution made by their parents.

Residential trips

Where any residential visit is arranged by the school to take place during school time, a charge to cover the additional cost of providing board, lodging and transport costs will be made in respect of each participating pupil.

- Charges levied for residential trips will represent the actual cost of providing the trip. It is not expected that there will be any profit made.
- An initial deposit is usually requested for such residential trips with the remaining cost paid in instalments. This initial deposit is non-refundable should a child subsequently not participate in a trip.
- Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments and will offer a range of payment plans.
- Where sponsorship or donations have been received towards the cost of the trips, it is for the school to decide how to use them. Contributions may be offset against the cost of the trips as a whole or used to reduce or remit the charge for individual children who would be unable to participate because of financial hardship.
- Children will be treated equally regardless of the payment made by their parents.
- In circumstances where a parent/carer may experience difficulties in making the payment, they are encouraged to make an appointment to discuss the matter with the headteacher. It is expected that the full payment of the visit should be made except in cases of extreme hardship. Evidence may be required, for example being in receipt of income support in order to remit charges. The school will inform parents on low incomes and in receipt of the relevant benefits that they may be entitled to full or partial remission of charges for school activities and visits.
- The school may offer a partial reduction in fees, dependent on circumstances and available funds.

Swimming

Swimming lessons form part of the curriculum for pupils in Key Stage 2. As this is not a resource which can be provided on site and is therefore an external charge to the school, a voluntary contribution is requested from parents/carers to pay for the cost of the lessons.

Musical Instrument Tuition

Individual or small-group musical instrument tuition can be provided by Surrey peripatetic teachers. Parents organise this tuition themselves via Surrey Arts; it is an additional activity and not part of the National Curriculum. The full cost of such tuition must be met by the parent/carer according to the charges set by the Centre. There is no obligation on the school to provide the opportunity for pupils to receive individual music tuition.

Out of school hours activities

The school will normally charge for activities which take place wholly or mainly outside school hours, but which are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. This includes the provision of before-school and after-school clubs.

Activities run by external providers, which take place outside of school hours, are considered optional extras and parents will be charged directly by the individual or company concerned. External providers of school clubs make their own arrangements for charging.

Where the school offers additional activities outside school hours, a charge may be made for these activities to cover the cost of materials, resources or staff charges. The charge will not exceed the cost of the optional extras divided by the number of pupils participating. On occasions the school may subsidise the cost for a child/all children participating in a particular activity.

Transport

Where transport is provided between the school and other places where education is provided, parents will be invited to make a voluntary contribution towards the cost.

Materials

A charge may be made for materials used for the production of any article (for example, crafts or cooking) where a parent has indicated that he or she wishes the article to be owned by him or her or by the child concerned.

Parents may be invited to make a voluntary contribution towards the cost of materials for a particular activity or to voluntarily provide their children with particular materials.

Damage to school property

Where there is damage or loss to school premises or equipment which is the result of a pupil behaving in a manner which fell short of expected standards, his or her parents/carers may be requested to pay for the damage to be made good by repair or replacement as appropriate.

Remission of charges

Parents/carers may apply to the school for remission of charges (in whole or part) towards the cost for activities within the limitations as specified above. Applications will be considered by the headteacher and shall be dealt with confidentially.