

# Charging and Remissions Policy



The Governing Body of St Joseph's Catholic Primary School approved this policy on September 2017.

It will be reviewed in summer 2020.

Signed by Chair of Governors: \_\_\_\_\_  
Date: 28<sup>th</sup> September 2017

Signed by Executive Headteacher: \_\_\_\_\_  
Date: 28<sup>th</sup> September 2017

## **Introduction**

The Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

## **Policy Statement**

The policy complies with the requirements of the Education Act 1996 and the LA Charging and Remissions Policy for School Activities provided or arranged by the authority.

Where 'parent' is referred to, this will include adults with a responsibility for the pupil.

## **Charges**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Residential visits in school hours – the board and lodging element of approved residential activities deemed to take place within school hours.
- Cookery ingredients if the child will take the result home.
- Some trips which are part of the school curriculum.
- After school and pre-school clubs.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- School dinners, if not entitled to free school meals under the current legislation.
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is as a result of a pupil's behaviour.
- Afternoon Nursery sessions.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **Remissions**

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), upon request the Governing Body will observe its statutory requirement to support an application towards the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

### **Voluntary Contributions**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity, it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay the child will not be excluded from the activity.

Parents will have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

If sufficient contributions are not received, the activity may be cancelled.

Parents will be advised of this when the voluntary contribution is requested.