



Charging and Remissions Policy

"With Jesus as our guide; we live, love and learn together."

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.

Governors have developed this policy in line with current guidance from the Local Authority and DfE.

Definition:

The school day is defined as: 8.45am – 12.20pm and 1.20 – 3.30pm.

The midday break does not form part of the school day.

Policy Statement:

The Governing Body of Holy Name Catholic Primary School recognises the valuable contribution that the wide range of additional activities, including trips and clubs can make towards pupils' education.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, although parents may be asked for voluntary contributions for activities and visits, which may be organised from time to time, to enrich the curriculum. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution; however, if insufficient funds are available it may be necessary to curtail or cancel activities.

Within the current climate of restricted funding for schools the contributions made by parents towards these activities is vital to them continuing. We will continue to make charges and ask for voluntary contributions where appropriate, always taking care that this is done sensitively.

Pupil Premium pupils will be subsidised or not be charged for school educational visits, including residential visits.

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.

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.

Eligible Benefits (these may change according to current government policy):

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Residentials:

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

Music Tuition:

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group music tuition, as this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. These charges are subject to change depending on pupil uptake.

Swimming:

The school organises swimming lessons for pupils in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport.

Extra-Curricular Clubs:

The school is sometimes able to secure the services of a qualified sports coach and other after school club providers (sports and non-sports based). It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. The school does routinely offer additional football coaching after school.

School Fund:

To enable the school to buy extra resources for the children's use, we request a voluntary donation of £5.00 per pupil per term / £7.50 per family per term. In nursery we request £1.00 per week due to the wide range of additional materials required by our youngest pupils. The responsibility for determining the level of voluntary contribution is delegated to the governing body's resources committee.

Charities:

The school supports a number of charities throughout the year. Fundraising events occur each term and children will be asked to participate in fun days, non-uniform days and other events to raise money for various charities. Contributions from parents towards these nominated charities are voluntary.

Damage / Loss to School Property:

Where an individual causes damage to school property (e.g. home reading books) either intentionally or through negligence, governors reserve the right to levy a charge not exceeding the cost of the replacement or repairs. Each incident will be dealt with on its own merit and at the discretion of the governing body.

Monitoring and Review:

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.