



**St Peter's Catholic Primary School, Waterlooville
Charging and Remissions Policy**

Control Box

Version	2	Date/Effective from	June 2015
Author	Mark Scarborough	Review Date	June 2018
Committee	Finance and Premises	Responsibility	Full Board of Governors
Associated Policies, Documents, Agencies:			

1. Admissions

There is no charge for admissions.

2. School Meals

There will be no charge for children entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged an amount set by the Local Authority

3. Activities During School Hours (not including the break in the middle of the school day)

There will be no charge for activities during school hours with the exception of music tuition (**see Section 7**).

There will be no charge for transport during school hours to school-organised activities.

The School may charge for:

- books and materials that parents wish their children to keep (prices will be outlined before charging)
- optional extras (**see Section 4**)
- music tuition (**see Section 7**)

Swimming

The School organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. The School may ask for a voluntary contribution towards the cost of transport, but there will be no charge for swimming lesson provision.

4. Activities Taking Place Outside of School Hours (non-residential)

There will be no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the School's basic curriculum for religious education

There will be no charge for after-school activities run by teaching staff with the exception of courses run privately by the School Coach's company. Teaching staff who run clubs may request voluntary contributions towards the cost of materials.

Optional extras

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
 - a) part of the National Curriculum
 - b) part of religious education
- transport taking the pupil to a destination other than the School or premises where the local authority or governing body has arranged for education to be provided for the pupil
- board and lodging for a pupil on a residential visit

The cost of optional extras

The Head Teacher will decide when it is necessary to charge for optional activities. The levels of charges will be set annually by the Head Teacher on the recommendation of the governing body. The charges will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**see Section 11**).

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost; or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument where the tuition is an optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school requires the agreement of parents before organising the provision of an optional extra where charges will be made.

5. Activities Taking Place Partly During School Hours

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **Section 3**.

Travelling time is included in time spent on an activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in **Section 4**.

6. Residential Activities

There is an overall charge for residential visits which includes all necessary costs.

The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of religious education

'To walk hand in hand with God, loving Him, loving each other and loving ourselves, doing our best with the gifts He gave us to make the world a richer place.'

- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

The school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The School will charge the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **Section 10** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities taking place **outside** of school hours (**see Section 4**).

7. Music Tuition During School Hours

The School follows relevant government legislation that states all education provided during school hours must be free; music lessons are an exception to this rule.

Charges will be made if the teaching is **not** an essential part of either the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of an appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum. This includes instruments, music books and exam fees.

The School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition; therefore charges made for music tuition within school hours will be remitted for Key Stage 2 pupils entitled to means tested free school meals.

There is no charge for vocal or instrumental tuition for looked-after children; this includes instruments, music books and exam fees.

8. Extended Services

The School is dedicated to providing a well-rounded and extensive education for pupils that includes a wide range of extra-curricular activities (extended services). Extended services enable the School to ensure:

- high-quality learning opportunities either side of the school day
- early intervention when children are at risk of poor outcomes, e.g. providing access to study support, parenting support or to more specialist services such as health, social care or special educational needs services

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- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
- no parent will be asked to subsidise others

The School provides extended services including breakfast club and after school club, which will be charged for. The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise these.

9. Damage to Property and Breakages

Where school property has been wilfully damaged by a pupil or parent the School may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil or parent; and the School has been charged, the School may charge some or all of the cost to those responsible.

The Head Teacher will decide whether or not charges will be made.

10. Remissions and Concessions

The school will give consideration to the remission of charges to parents or carers whose children qualify for means tested free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Head Teacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils; this will be determined by the governing body and Head Teacher.

11. Voluntary Contributions

The Governing Body may ask for voluntary contributions to the school for building funds and/or to fund activities that will enrich pupils' education. The use of gift aid will be encouraged.

When organising school visits or visits which enrich the curriculum and educational experience of the pupils, the school will invite parents to contribute to the cost of the visit. All contributions are voluntary. If the School does not receive sufficient voluntary contributions, a visit may be cancelled. If a visit goes ahead, it may include children whose parents have not paid any contribution; these children will not be treated differently from other children.

If a parent wishes their child to take part in a school visit or event, but is unwilling or unable to make a voluntary contribution, the School will allow the child to participate fully in the visit or activity; the School may pay additional costs in order to support the visit. Parents have a right to know how each visit is funded; the school provides this information.

Where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution.

12. Inability or Unwillingness to Pay

The School is committed to fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

The identity of a child or parents of a child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances to other parents or children.

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Appendix 1: The cost of optional extras