

ST. FRANCIS' CATHOLIC PRIMARY SCHOOL

Whyteleafe Road
Caterham
Surrey
CR3 5ED

Policy Documents for CHARGING AND REMISSIONS



Agreed by Governing Body Autumn 2014

For review: Autumn 2017

CHARGING AND REMISSIONS POLICY

This policy is in line with the aims and values of our Mission Statement and complemented by the school Equality Policy, Teaching and Learning Policy and Educational Visits Policy.

AIMS

- To ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.
- To outline circumstances when charges will be made and how these are calculated.

PUPIL PREMIUM

Pupil Premium funds will be accessed to allow low income families to participate in Educational visits and clubs. Pupils in receipt of Free School Meals will be entitled to attend Educational Day Trips and Clubs at no cost. These pupils will be asked to contribute 25% of the cost of residential trips. Pupils from families accessing top-up benefits will also be supported (according to need) using Pupil Premium funds.

DURING THE SCHOOL DAY

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials and equipment required. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. These music lessons provided by SCC specialist music teachers are entirely voluntary.

From time to time we may invite a non-school-based organisation to arrange an activity during the school day, i.e. Roman Day, Mobile Planetarium, Theatre Group, Museum Curators, Story Tellers etc. Such organisations may charge for their services. The costs for these visits and activities can only be met by voluntary parental contributions. If any parent is unable to contribute to the cost of the activity, their child will not be discriminated against. However, if insufficient contributions are made it is possible that the activity will not take place.

EDUCATIONAL VISITS

St. Francis' Primary School provides varied opportunities for pupils to take part in residential and one day educational visits and out of school activities to enrich the curriculum. The costs of these visits can only be met by voluntary parental contributions. No child will be discriminated against if a contribution has not been made on their behalf. However, if insufficient funds have been donated the visit may be cancelled.

On residential visits charges will be made for board and lodging, except for pupils whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance or an income based Jobseekers Allowance. All other costs, including travel, will be met by voluntary parental contributions. No child will be 'discriminated' against for lack of

contribution but if insufficient funds are raised it is possible that the residential visit will not go ahead. Any parent unable to contribute should speak with the headteacher. Any help given will be in complete confidence.

OPTIONAL ACTIVITIES OUTSIDE OF THE SCHOOL DAY

We will charge for optional extra activities provided outside the school day i.e. football coaching, Irish dancing etc. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

CALCULATING CHARGES

When charges are made for an activity whether during or outside 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. Support for cases of hardship will come through Pupil Premium, voluntary contributions and fundraising. The principles of best value will be applied when planning activities that incur costs to the school and/or parents.

MONITORING

The Finance Committee of the Governing Body will monitor the impact of this policy.