

ST. FRANCIS' CATHOLIC PRIMARY SCHOOL

Whyteleafe Road
Caterham
Surrey
CR3 5ED

Policy Documents for CHARGING AND REMISSIONS



Agreed by Governing Body Autumn 2020

For review (Annually): Autumn 2021

CHARGING AND REMISSIONS POLICY

Aims

- To ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.
- Clearly set out the types of activity that can be charged for and when charges will be made and how these are calculated.

Legislation and Guidance

This policy is in line with Government Guidance to schools:

<https://www.gov.uk/government/publications/charging-for-school-activities> .

Definition

Charge: a fee payable for specifically defined activities.

Remissions: the cancellation of a charge which would normally be payable

Roles and responsibilities

Governing Body The Governing Body has overall responsibility for approving the charging and remissions policy and monitoring it.

Headteacher The Headteacher is responsible for ensuring staff are familiar with the policy and that it is applied consistently.

Staff are responsible for implementing the policy consistently and notifying the Headteacher of circumstances they are unsure about and queries regarding the application of the policy.

Parents are expected to notify the staff or Headteacher of any concerns or queries regarding this policy.

Policy Statement

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.

Optional Extras (Enrichment Activities and Trips):

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. St. Francis' Primary School provides varied additional opportunities for pupils. These optional extras allow children to take part in events in school, out of school activities, one day educational visits and residential events to enrich the curriculum. The school is able to ask for voluntary contributions from parents / carers to for the benefit of the school or to fund school activities. For these optional extras the school will work out the costs per child and ask for voluntary contributions. Where possible school will give sufficient notice to allow parents and carers time to pay by installments.

There is no obligation for parents / carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. However, if the school is unable to raise enough funds for an activity or trip, it will be cancelled and the monies returned to parents.

Claiming Help with costs: Parents may claim help with costs under some circumstances. Any parent unable to

contribute should speak with the Headteacher to discuss options available. Any discussions and help given will be in complete confidence.

Specific Charges

1. Swimming

The school currently organises swimming in Year 2 and Year 3. The year groups who swim can alter according to school needs. These take place in school time and one term is funded from the school budget. The remaining two terms are funded from the Sports Premium. We inform parents when these sessions take part and ask for written permission for the child to take part. Parents will receive additional information at the start of the academic year about music tuition that is on offer.

2. Music

Where children study music as part of the national curriculum, we do not charge for this. Where individual or small group music tuition takes place at the request of the parent, this is arranged via the Local Authority Music Service and is an additional activity and not part of the national curriculum, therefore there will be a charge. The charges are set by and payable to the Music Service. Payment for examination entry, if the pupil is prepared for them as part of the tuition, is also chargeable. These sessions are taught by peripatetic music teachers.

3. Optional Extras outside of the school day

These extra activities, provided outside of the school day, are not directly part of the National Curriculum or Religious Education and nor are they part of the examination syllabus. We will charge in full for these activities. For example - Residential trips, sporting events etc.

Note: External Organisations providing these activities usually charge for their services and the costs for these visits and activities can only be met by voluntary parental contributions.

Residential Trips: For residential visits charges will be made for board and lodging. Charges will not exceed the actual cost per pupil.

Remissions for Residential Trips: Pupils who are in receipt of eligible benefits may be exempt from paying the cost of board and lodging for residential trips. The list of benefits to which this applies can be found here: <https://www.gov.uk/apply-free-school-meals>

Parents should contact the office to check eligibility.

4. Optional extras partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time spent on the activity falls within the school day. However, if the bigger proportion of the time spent falls outside of the normal school day, charges will be made. Parents will be told how we calculate charges for these events.

5. Extra-Curricular Activities

The school charges for clubs (for example, Choir, Multi-skills, Art and Craft Club etc) run outside of normal school hours that are not part of the National Curriculum nor part of an examination syllabus. The charges cover costs of materials, resources and staff costs or external provider costs as appropriate.

6. External/Private Run Clubs and Community Lettings: Please see the school's separate Letting Policy.

7. Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage caused. This can include damage to reading books and other equipment in school or taken home.

8. 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. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 7 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

10. Trips and Visits/Activities with Limited Places

Trips, visits and activities are almost always open to all pupils, however in circumstances where places on a trip are limited, places will be allocated after staff have taken into consideration:

- A child known to have a specific interest in the activity/trip
- A child having a specifically identified gift or talent in an aspect linked to the trip or activity

After that, names for places will be put into hat and the required number selected at random.

11. Wrap Around Care – Breakfast and After School (Treetops)

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging is based on actual costs and is reviewed on an annual basis. The details of current costs can be obtained from the School Office.

12. Governor's and School Fund Voluntary Contributions

Parents are asked to make a voluntary contribution to the Governor and School Fund. The office will advise on methods of payment. Payments can be made monthly.

- **Governor's Fund £60 per year:** As a Catholic School we have to fund 10% of any (capital) building works associated with the maintenance of the buildings and IT equipment that take place. Voluntary contributions help us meet this 10% commitment.
- **School Fund £30 per year:** This exists to help us enhance the learning experiences of the children at St Francis'. It can be used to help fund or subsidise activities or visits eg: from theatre companies.

Monitoring

The Governing Body will monitor the impact of this policy.