

# Charging and Remissions Policy

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## St Wilfrid's Catholic Primary School



### **Purpose and Scope of this Document**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents at St Wilfrid's Catholic Primary School.

### **Responsibilities**

The Governing Body is responsible for determining the content of the policy and the Head Teacher for implementation. The Head Teacher will consider any determinations with respect to individual parents.

### **Prohibition of Charges**

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Education provided on any educational visit that takes place during school hours;
- Education provided on any educational visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public

examination that the pupil is being prepared for at the school, or part of religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- Transport provided in connection with an educational visit

## Charges

- Organised activities and board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for: travel, materials and equipment, non-teaching staff costs, entrance fees, insurance costs, replacement materials in order for a child to keep a model they have made.
- Any other education, transport or examination fee unless charges are specifically prohibited
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils e.g. Books, computers
- Extra-curricular activities and school clubs.
- Lettings for use of the school by other organisations is not currently allowed.

## Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. A charge will be made for other elements of a residential visit.

- Income Support;
- Income Based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed a specific amount

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- School visits
- Activities not directly linked to National Curriculum in school
- Residential visits
- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- If we do not receive sufficient voluntary contributions, we may cancel a trip
- If a trip goes ahead, it may include children whose parents or carers have not paid any contribution.
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- That the interests of the child will always be paramount in any decision made.
- That if an activity cannot be funded without voluntary contribution the school will let parents know at the outset

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Voluntary contributions will be used to:

- Subsidise the cost of the visit
- Subsidise the cost of theatre companies
- Pay for prizes/extras linked to visit or visitors

### **Other Considerations**

- Consideration will be given to the proportion of the cost where a charge is to be made. This charge is determined by the Head Teacher in consideration with staff.
- The Head Teacher will determine the level of support from school budget/funds where the level of voluntary contributions is insufficient to fund the activity.
- The Head Teacher will be able to approach parents who continually choose not to support the school because of their unwillingness to contribute, to ascertain the reason.
- The impact upon the education of all pupils where some parents fail to pay the charge levied by the school.
- A savings club will be made available to families to help ease any financial burden.
- The Head Teacher will have the discretion to make additional subsidies or arrangements on individual merit if parents indicate any particular mitigating circumstances.

### **Activities Not Organised by the School**

The school offers a range of additional sports coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. Payments are made to the coaches.

## **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 attending. There will be no levy on those who can pay to support those who can't.

Where there are cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body may remit all or part of this charge at the discretion of the Head Teacher.

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