



Saint Michael Catholic Primary School
Charging and Remissions Policy

Mission Statement:

Excellence • Enrichment • Enjoyment

Date policy accepted by the Governing Body: March 2016

Updated: July 2017

Date for review: July 2018

Introduction

This policy is a statement of the aims, principles and strategies used for charging parents at Saint Michael Catholic Primary School.

Status

Statutory

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 9.00am – 3.15pm

Relationship to other school policies

The policy complements the school's *equal opportunities policy and the individual curriculum subject policies*.

Roles and responsibilities of headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

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, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving traveling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

Optional activities outside of the school day

We may charge for optional, extra activities provided outside of the school day, for example extra curricular clubs. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

Education 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 to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Residentials

Charges will be made for board and lodging, except for pupils who benefit from the Pupil Premium Grant. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

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. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who meet the Pupil Premium Grant eligibility criteria.

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

Lost School Equipment/Books etc

Parents will be expected to pay for lost items of school property

Breakages and Damage to School Buildings, Property and Furniture

Parents will be charged for damage caused as a result of a pupil's behaviour

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act,' will be charged at 10p per sheet and 20p for any colour copies.

Private Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg reports for solicitors, private psychologists etc) will be charged at the following rate: £10 per hour for staff time to produce and collate the relevant information, plus photocopying charges, as outlined above, and postage.

Passports

Staff may be willing to sign passport application forms relating to our pupils. However, a charge of £10 per form will be made.

Arrangements for monitoring and evaluation

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies