



St. Luke's Catholic Primary School
Charges and Remissions Policy

Academic Year	Designated Senior Person	Deputy Designated Senior Person	Nominated Governor	Chair of Governors
2016/17	E Murtagh	M Grealis		Pauline Stitt

Policy Review Dates

Review Date	Changes made	By whom	Date shared with staff
Jan 2019			

Mission Statement

As God's family we learn, love and laugh.
Together: Love one another, forgive one another
Work together, play together,
Worship together, be happy together.

Rational:

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards our children's education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the children of St Luke's and as additional optional activities.

We believe that all our children should have an equal opportunity to benefit from school activities and visits (curricular and extra - curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some children taking full advantage of the opportunities.

This charging policy has been compiled in line with DfE requirements - DfE Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities, October 2014.

Roles and responsibilities of Headteacher, other staff, governors

The Headteacher, staff and governors will ensure that the following applies:

No charges will be made for:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- tuition for children learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying children on a residential trip
- transport provided in connection with an educational trip (e.g. swimming).

Activities for which charges may be made:

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.

Optional extras are:

Education provided outside of school time that is not:

- part of the national curriculum;
- part of religious education.

Board and lodging for a pupil on a residential visit (e.g. Conway Trip); 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.

We may charge anything up to 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.

Extended day services offered to children (e.g. breakfast club, after-school clubs, and supervised homework sessions).

Transport (*other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education*).

Travel charges may apply when a 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.

Voluntary Contributions: There is an exception to the rule about not charging for activities in school hours.

School trips, visits and practical activities enhance the children' learning and broaden their knowledge and experience. Often these activities are only possible through the voluntary contributions of parents and therefore parents may be invited to make voluntary contributions to extend the value and scope of school funds.

Examples where parents may be asked for a voluntary contribution include:

- Non-residential school Trips
- Enrichment activities e.g. external drama group

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. Contributions requested will not exceed the actual cost of a trip.

No child will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution, however, if there is not enough voluntary contributions to make the trip / visit financially viable – the trip will be cancelled and all monies received will be returned.

The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Activities / occasions when the school will apply a charge:

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

Breakfast Club/After School Club/Holiday Club – Run by an External Provider (The Den) who will charge parents for this service which is out of school hours.

Extra Curricular Activities run by External Providers; Usually external providers will set and collect their own charges.

Breakages & Damages - In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher may decide to make a charge for the cost of repair or replacement.

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

Each incident will be dealt with on its own merit and dependent on the situation.

Remissions:

In order to remove financial barriers from disadvantaged children, the governing body has agreed that some activities and visits where charges can legally be made - may be offered at a reduced charge to parents/carers in particular circumstances. This will be determined by the governing body and headteacher.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals (but not necessarily Infant free school meals).

Parents who are eligible for the remission of charges will be dealt with confidentially.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

This policy and procedure is subject to The Equality Act 2010.

Policy reviewed and adapted: March 2017

Approved by Governors:

Signed:

Next review date: January 2019