



# St Thomas of Canterbury Catholic Primary School

*Where every child is special*

## CHARGING AND REMISSIONS POLICY

Policy compiled by:

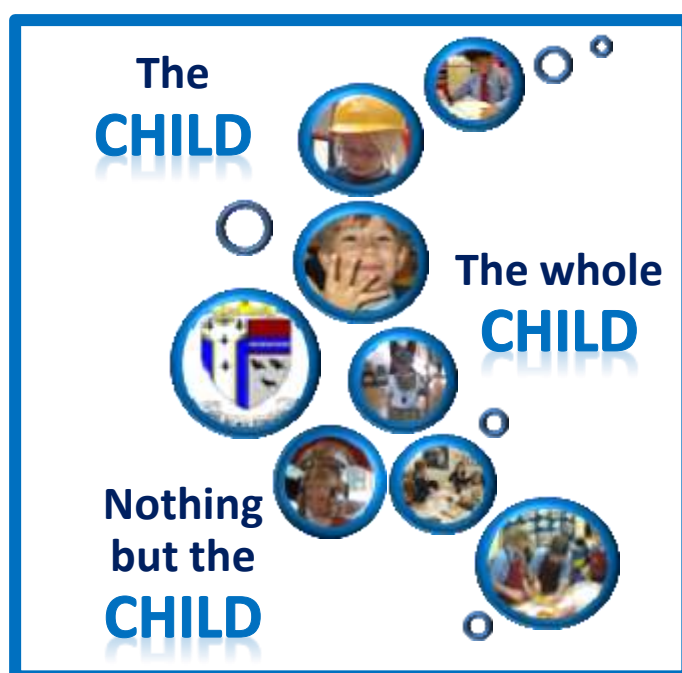
Governors (Resources Committee)

Date of last review:

Autumn 2016

Review Date:

Autumn 2018



### OUR MISSION STATEMENT

*God's love is at the heart of our Catholic School family. We show this in our respect, kindness and love for others and by treating other people as we wish to be treated ourselves. We will encourage everyone to be the best that we can be.*

### OUR AIMS

- To guide our children to grow in the love of God and build relationships that will enable them to make a positive contribution to the school and society.
- To develop an exciting, challenging and creative curriculum that produces confident and successful learners who are the best that they can be.
- To develop high quality learning that enables every child to flourish, to discover their talents and be lifelong learners.
- To establish a teaching and learning environment that encourages everyone to enjoy, to achieve, to be inclusive, to be healthy, and to stay safe.
- To nurture a strong partnership between home and school.



- To have respect and understanding for our school, our community and our world, helping our children to become responsible citizens and good role models.

## **OUR GOLDEN RULE**

We treat others as we would like to be treated

## **Principle**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

The Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

The policy complies with the requirements of the Education Act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority and the provisions in Section J of the Finance Manual. Where 'parent' is referred to this will include adults with a responsibility for the pupil.

## **Voluntary Contributions**

The Headteacher or Governing Body may ask parents for a **voluntary** contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the event. If an event goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events;



- visitors to school e.g. Victorian, Tudor, Viking days.

## **Residential visits**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children who are entitled to the Pupil premium will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging.

## **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits may get help with payment. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for children in Key Stage 1 and 2. These take place in school time. We ask parents to make a voluntary payment for these lessons to cover the cost of specialist tuition and transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. No child is excluded from these lessons because of an inability to pay.

## **Breakages and Lost or Damaged Books**

Where a child's actions incur extra costs to the school, by breakage of equipment, damage to premises, loss or damage to text books or library books, parents will be invited to pay a contribution to cover the whole or part of the cost.

## **Extra-Curricular Activities**

The school will endeavour to offer the children a range of optional extra-curricular activities to widen their experiences. Parents may be asked for payment to cover costs to run the clubs. Parents with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher.

## **Design Technology and other curriculum areas**

The design technology curriculum (and from time to time other curriculum areas) requires the children to plan, design and make items which sometimes require mechanisms etc. to make them work. At the end of projects, if the children would like to bring their working model home, it may be necessary to make a small charge to cover the cost of the mechanisms and specialist materials.

## **Remissions, Refunds and Repayment**

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher.

Where an activity makes a surplus, refunds will be issued by the School to parents who have made a



contribution where the surplus is the lesser of 5% or more of the total cost per person or £5 or more per person.

Payment made for trips, swimming etc. will not be refunded as the costing for the trip will have already been calculated

*This policy of St Thomas of Canterbury School upholds the school's ethos and Mission Statement. It must be read in conjunction with and implemented in accordance to the school's policies for Health & Safety, Equal Opportunities, Inclusion and Safeguarding. Copies of these policies are available from the school website.*