

St Margaret Ward RC Primary School

Charging & Remissions Policy

Agreed: March 2012

Review : March 2015

CHARGING & REMISSIONS POLICY

1. Introduction

We want all our pupils to have an equal opportunity to benefit from education regardless of their family's financial means. This policy sets out our school approach to charging and remissions, and is informed by local authority guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises. All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

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 trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip 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. Parents have a right to know how each trip is funded. The school provides this information on request.

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;
- musical events.

3. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to contact the Headteacher in confidence (also please see the section on Remissions Policy).

4. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Occasionally, peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons, although we keep this under review.

5. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside of school hours, a charge up to the cost of the activity will be levied.

6. Childcare

We will charge families for any childcare offered to children before and after school (and during school holidays), with the level of fees and any remissions to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising the provision.

7. Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

8. Remissions and Concessions

We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.

9. Other charges

The Headteacher, Finance committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

10. General

This policy and its intentions will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision / requirement to ensure full access to all.