

ST VINCENT'S CATHOLIC PRIMARY SCHOOL



CHARGES AND REMISSIONS POLICY

Policy Date: May 2022
Review Date: May 2024

Mission Statement
Caritas Christi Urget Nos

The love of Christ urges us to care for each other and strive for excellence in everything we do.

CHARGES & REMISSIONS POLICY

Introduction

The Head Teacher and 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 Head Teacher and 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 has been written in accordance with guidance from the DfE on charging for school activities.

This policy will set 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 Governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents'/carers' ability to pay.

Activities

In the event of activities organised by the school **during school hours**, parents may be expected to pay for the following: individual or group music tuition and the board and lodging element of all residential visits.

Charges will be made for:

- Board and lodging on residential visits (a voluntary charge will be made for additional aspects of the trip)
- Music tuition on an individual or small group basis that is in addition to the National Curriculum.
- Material or ingredients for an art or cookery activity where parents have indicated in advance that they wish the finished product to be taken home or for the pupil to consume it in school.
- The costs of repair or replacement resulting from wilful damage or loss of school property by a pupil.
- Out of school Clubs and Activities
- School Meals

Charges will be made for optional courses or activities, which fall **wholly or mainly outside** school hours (this does not include any activity that is required by the National Curriculum or to fulfil statutory duties relating to Religious Education). Charges made for such activities may include an element for:

- Pupils' travel costs
- Pupils' board and lodging costs
- Materials, books, instruments or other equipment
- Additional staffing costs incurred
- Entrance fees to museums, theatres etc
- Insurance costs

Voluntary Contributions

The school may seek voluntary contributions for activities falling outside those described where charges may be made.

- Such contributions are voluntary
- Pupils will not be treated differently according to whether parents have made a contribution
- Activities may not take place if there is insufficient financial support.

Contributions will be requested for:

- Costs of admission to museums, theatres, zoos, parks etc.
- Costs of travel for pupils.
- If sufficient voluntary contributions are not made, a proposed event will be cancelled unless the school is able to cover the shortfall.
- The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. The list is not exhaustive:
 - o sporting activities – sometimes involving transport expenses;
 - o visits to the theatre;
 - o visiting authors, theatre, dance groups or workshops
 - o musical events
 - o visits to sites of interest linked to topic work

Parents / Carers will be given reasonable advanced notice of proposed visits / activities and the school will provide details of how each individual voluntary contribution amount has been determined.

ALL children are part of any trips planned regardless of whether or not their parents/carers can or will contribute. Where there is a residential element to school meals/pupil premium, the cost may be supported from the school's budget, by prior agreement with the Head Teacher. If the income for each

activity does not meet the overall cost, such activities may have to be cancelled.

For a residential school trip, a charge will be made for board and lodgings and a voluntary contribution will be requested for additional aspects of the trip.

Parents/Careers will be given advance notice of proposed residential visits opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

Remissions

Pupils whose parents/carers receive benefit (or are otherwise in serious hardship) may be entitled to remission of charges. The Headteacher and Governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavour to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.

Residential Courses in school time

Parents are required to meet the full cost of the residential visit. If children are eligible for free school meals/pupil premium, the cost may be supported from the school's budget, by prior agreement with the Head Teacher. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.

Activities outside school hours not within the National Curriculum

Parents are required to meet the full cost.

Individual Instrumental Music Tuition

Where the school provides a peripatetic music teacher, parents will be charged for the tuition. Peripatetic music tuition fees are reduced where children receive free school meals/pupil premium entitlement.

Ingredients/materials for practical subjects

Parents are encouraged to provide materials for practical subjects, but no child will be disadvantaged because of parental inability or reluctance to pay.

Lost school equipment, books, etc.

Parents may be requested to replace school books, equipment, etc. which have been lost by their child.

Visits to school

Parents will be requested to contribute to the cost of visiting professionals (ie. authors, singers, musicians, actors, dancers etc.)

Breakages and damages to school buildings, furniture or property

Wilful damage to school buildings or furniture or property by a pupil may be charged to parents by the school.

Monitoring and Evaluation of this policy

The Curriculum Committee will, in consultation with the Head teacher/Deputy Head teacher monitor and evaluate the implementation of this policy. It will be reviewed at least every 2 years to ensure it reflects current practice.

Member of staff with Lead Responsibility for this policy:	Marie Tuohy
Date of Policy:	September 2022
Date for Review:	September 2024