

St. Mary's Catholic Primary School

CHARGING AND REMISSIONS POLICY

Date: September 2016

Review Date: Autumn 2017

Introduction

The law allows for the Governing Body of St Mary's school to charge parents for some school activities and compels it to have a charging/remissions policy.

a) No charges will be made for:

- Admission to the school
- Education during school hours; including teaching, books, materials, equipment and essential transport.
- Education; including teaching, books, materials, equipment and essential transport; outside school hours if it is an essential part of the national curriculum – religious education;
- Entry fees for government-approved examinations in most circumstances;
- Governing bodies may choose to provide "optional extras" free if the school can afford to do so.

b) Voluntary contributions:

From time to time the school may ask parents for voluntary contributions towards activities in school time (e.g. visiting theatre companies). These contributions will be genuinely voluntary so any pupil whose parents do not contribute will still be included in the activity – see statement in school prospectus. However, if voluntary contributions for a particular activity are not enough to make it financially viable, the school may have to exercise its right to cancel the activity for the whole of the class or group of pupils involved. See example letters – school trips.

c) Charges will be made for:

- Musical instrument tuition for pupils (which is in addition to what the school provides)
- Activities outside school hours which are not an essential part of the national curriculum/ religious education
- The cost of materials in practical lessons such as home economics, art and craft, if parents have indicated their wish to own the finished article.
- Please note that Pupil Premium funding may be used to help fund these extra activities (parents to contact the Main Office for guidance)

d) School Journeys

- Charges for board and lodging-parents will be charged the full cost of board and lodging which will be the charge made by the school journey centre. This charge cannot exceed the cost of providing board and lodging for each pupil.
- Travel-a charge cannot be made for travel to and from or during the period of the school journey. However, the school will ask for a voluntary contribution based on the total cost of travel divided by the number of pupils on the journey.

e) Remissions

- Children whose parents are in receipt of income support or family credit cannot be charged for board and lodging and a grant to cover the cost of this must be sought from the Local authority. No child will be excluded due to a lack of finance.

f) Exclusion from a School Journey

- Children can be excluded from a school journey if the child's behaviour record is such that it may endanger the safety of themselves or others in the party. Such exclusion must have the agreement of the Headteacher. A child can also be excluded on medical grounds. The advice of the School Nurse can be sought in such a case. Parents must be informed in advance if a child is to be excluded on these grounds. Exclusions are extremely rare.

g) Lettings

- The Governing Body has agreed not to use the school for Lettings.