



St. Mary's Catholic Primary School

CHARGING AND REMISSIONS POLICY

Date: September 2017

Review Date: Autumn 2018

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
- 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)

Educational Visits/Residential Journeys

- A voluntary donation will be asked for each Educational Visit to cover costs of transport and admission.
- The Governing Body reserves the right to make a charge for Residential Journeys (board and lodging/transport). 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.

d) Remissions

- Residential Journeys-In some circumstances, there may be cases of family hardship which make it difficult for parents to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents/guardians to apply in confidence for a remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

e) 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.

f) Lettings

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