

St Joseph's Catholic Primary School, Malmesbury

Charging and Remissions Policy



'Walking in the footsteps of Jesus, loving and serving together'

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. Under the provision of the Education Reform Act 1988, education provided during school time must be free of charge.

For activities that take place both in and outside school time the Governors have resolved to adopt the following policy on Charging and Remissions.

Activities during the school day

All activities that are a necessary part of the National Curriculum or religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

It excludes charges made for teaching pupils to play a musical instrument. Unless the teaching is an essential part of the National Curriculum, the school will charge for the full cost of the lessons and instrument hire.

Voluntary contributions may be sought for activities during the school day that entail additional costs, for example, trips to museums, zoos and farms, or visits by external organisations such as theatre groups or music performance groups.

In these circumstances no pupil will be prevented from participating because his / her parents / guardians / carers cannot or will not make a contribution.

Optional activities outside of the school day

Optional activities outside of the school day are not part of the National Curriculum or religious education. The school will charge for optional and/or extra activities provided outside of the school day, for example, theatre or circus trips. This will include sports events that are not funded under grants or other government initiatives, and which involve a direct cost to the school. Such charges in those cases are not voluntary.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the larger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges are calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no extra charges for those who can afford to pay to support those who can't afford to pay.

Support for cases of hardship will come through voluntary contributions and fundraising. Parents, guardians or carers who may have difficulty paying for the charges, can approach the headteacher and request support (remissions). All such approaches will be handled with strict confidentiality.

The principles of best value will be applied when planning activities that incur costs to the school and / or charges to parents.

Residential Visits

Charges will be made for board and lodging, and travel to and from the location of the residential visit.

Voluntary Contributions

Occasionally the school may ask parents to make a voluntary contribution towards the cost of certain visits or school activities, e.g. cookery and art. In these circumstances there is no obligation on parents to contribute. However, if the visit or activity cannot be funded entirely from the school budget, and there are insufficient voluntary contributions to meet the cost of the visit or activity, the school will need to cancel it. Where that is the case any voluntary contributions already received will be returned to the parent or donor who made them.

Damage to school buildings, furniture or property

Breakages, loss of, or wilful damage to school buildings, furniture or property, may be charged to parents, at the discretion of the headteacher.

Arrangements for Monitoring and Evaluation

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| Responsible committee for monitoring & evaluation: | Resources Committee |
| Policy reviewed by: | Resources Committee |
| Policy review & approval date: | 27 th June 2019 |
| Next review date: | Term 6 - 2021 |