



# St Paulinus Catholic Primary School

*"Inspiring all to live, learn and love in the light of Jesus"*

(I am the light of the world; whoever follows me will never walk in darkness but will have the light of life." John 8:12)

## Charging & Remissions Policy

Signed ..... Date .....

Headteacher

**Policy reviewed by Subject Managers :** Mrs. Roxanna Drake, Headteacher

**Policy updated by :** Miss E. Sinclair, June 2016

**Policy review date :** June 2017



# Charging & Remissions Policy

## **Mission Statement**

"Inspiring all to live, learn and love in the light of Jesus"

### **1. Admissions**

There is no charge for admissions.

### **2. School Meals & Milk**

There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount of £2.05 per day (£10.25 per week) decided by the Local Authority, and accept all payments via ParentPay.

Milk is available to all Key Stage I & II children, at a charge of £ 11.00 per term. Children who qualify for free meals are also exempt from milk charges.

### **3. Public examinations**

There is no charge for examinations that are not on the set list, but have been arranged by the school.

### **4. Activities that take place during school hours (this does not include the break in the middle of the school day)**

We subsidise the cost of activities and transport during school hours, however, we do ask for a voluntary contribution via the ParentPay system.

### **5. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools.
- part of the syllabus for a public examination that the pupil is being prepared for by the school.
- part of the school's basic curriculum for religious education.

We do ask for a voluntary contribution towards the cost of resources.

### **Activities that take place outside of school hours:**

Sport Clubs (football, rugby, dodgeball, cricket, archery, multi-sports), StreetDance, Zumba, Ballet, Drama, Art and Design, Homework Club



## 6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

**Our school will not charge for:**

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

**Our school will charge for:**

### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions).

### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

### Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

## 8. Music tuition within school hours

St. Paulinus Catholic Primary School follows government legislation that states that all education provided during school hours must be free, music lessons are an exception to this rule, however, all current music tuition is provided within school hours as part of the National Curriculum at no charge to parents.



### 9. Extended services

Kids Club is run independently from St. Paulinus Catholic Primary School, from 07:00 – 08:45 hrs and 15:05 – 18:00 hrs.

### 10. Damage to property and breakages

Where school property has been wilfully damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made, will be decided by the Headteacher and dependent on the situation.

### 11. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

### 12. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school (The Children's Recreational Fund) for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.



**13. Inability or unwillingness to pay**

St. Paulinus Catholic Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. A consent form must be signed and returned to school. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**Policy Monitoring and Review**

The Finance Committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

This policy will be available on the school website and upon request from the Headteacher's Secretary.

**Signed by:**

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**The Chair of Governors**

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**Date**

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**Headteacher**

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**Date**

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**School Business Manager**

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**Date**