

# Charging and Remission Policy



## *Our Mission*

*'At SS John and Monica's we learn through the example of Jesus to love, respect, understand and value each other'*

## **Legal Framework**

This policy will have consideration for and be in compliance with the following legislation and statutory guidance:

- Education Act 1996
- The charges for Music Tuition (England) Regulations 2007
- DFE (2014) 'Charging for School Activities'
- Dfe (2015) 'Governors' Handbook

## **Charging for Education**

The school will not charge parents for:

- Admission Applications
- Education provided during school hours
- Education provided out of school hours if it is part of the National Curriculum or part of Religious Education
- Swimming and Instrument Tuition (unless the latter is provided at the request of pupil's parents)

The school may charge or ask for a voluntary contribution towards the following optional extras:

- Materials/books where they desire their child to own them e.g SATs practice books
- Trips and visits additional to the National Curriculum
- Board and Lodgings for a pupil on a residential visit

NB The school will not charge in excess of the actual cost of providing the optional extra activity divided by the number of participating pupils

## **School Fund/Buildings**

Parents are invited to make a voluntary contribution of £10.00 per family to school fund/buildings. This money is used to purchase additional targeted resources/opportunities for pupils. All monies are paid via the on-line payment system 'School Money'.

## **School Trips**

School trips organised as part of the curriculum are paid for out of the school budget share. Parents are asked to make a voluntary contribution to any additional trips. Where the school and parents contribution do not cover the cost, the school may have no alternative but to cancel the trip. Parents whose child is eligible for Pupil Premium can make a request to the Head Teacher for assistance in paying part or all of the cost of the visit.

## **Residential Visits**

Residential visits are optional and parents are asked to cover the cost. Parents whose child is eligible for Pupil Premium can make a request to the Head Teacher for assistance in paying part or all of the cost of the visit.

## **Transport**

Transport for visits is often the most expensive part of the total cost. For this reason, the school actively looks to make local visits, where there are no transport costs e.g, Midlands Arts Centre, Edgbaston Cricket Ground, Nature Centre, Balsall Heath Swimming Baths and Library. Where transport does have to be booked, as part of the whole educational trip, we invite parents to pay a voluntary contribution to cover part/all of the cost. If the cost of the trip is not met by the school/parents contributions, the trip may have to be cancelled.

### **Music Tuition**

The cost of music tuition as part of the music curriculum is covered by the school. Pupils whose parents elect for them to have additional tuition will be charged. Charges will not exceed the cost of the provision, including the cost of staff who provide the tuition.

### **Breakfast Club**

The Breakfast club is provided internally by our staff. The cost is £4.00 and this is to cover the cost of staffing and materials. If income generated does not cover the cost of the Breakfast club, the school reserves the right to cancel the club.

### **After- School Activities**

After-school clubs are either provided internally or externally by specialist providers. Costs to parents for clubs provided internally cover only the cost of staffing and materials. The cost of clubs varies in price according to the type of activity. The cost of all internal After- School clubs is £4.75 per session. If income generated does not cover the cost of the club, the school or external provider reserves the right to cancel the activity.

### **Charges for Non-Collected Children**

- The school day finishes at 3.20pm
- Teachers will remain on the playground until 3.30pm
- Children who are not collected by 3.30pm will be escorted to the Breakfast Club area of the hall
- A late fee of £3.50 will be charged to parents, for children still in school between 3.30-3.45pm
- At 3.45pm children will be taken to an After School Supervision. Parents will be charged an additional £3.50 charge for every 15 minutes they are late until they collect their child i.e. 3.45 - 4.00pm - £3.50, 4.00-4.15pm - £3.50, 4.15-4.30pm - £3.50 and so on

#### **Charges for Late Collection from After School Club**

- Children not collected from After School Club on time will be taken to After School Supervision. A late collection fee of £3.50 will be charged every 15 minutes

### **Breakages and Fines**

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child'd behaviour.

### **Remissions**

We have a small fund to enable families in financial difficulty to send their children on trips/activities. This funding is limited and there is no guarantee that all requests can be met.

Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip will be cancelled.

To request assistance, parents should contact the Head Teacher at the school address.

Updated: April 2024

To be reviewed: September 2026