



ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

At St Joseph's all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. This policy sets out the principles upon which the school will operate charges and remissions.

Objectives

To make clear what will be provided without charge and what will be offered with a charge being made.

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;

- visits to or by a theatre company;
- musical events.

Swimming

The school organises swimming lessons for all children in Years 3 and 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

School Admissions

There is no charge for admitting and registering pupils to school.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
 - (a) part of the National Curriculum;
 - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
 - (c) part of religious education.

(note: schools may wish to specify particular activities which are subject to charge. These could include any commissioned services)

- board and lodgings on residential visits (subject to remission arrangements).
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- cost of entering a pupil for a prescribed public examination including re-sits where no preparation has been provided by the school.
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.
- day care facilities

Activities, Excursions and Special Visiting Groups

- The school may request payment towards the cost of some activities planned during school hours. Parents will be informed of this as far as possible in advance and is practicable for administration purposes.
- Our annual residential trip incurs a cost to parents that is spread over 9 months. The charge covers the cost of transport, board and lodgings at the actual cost to the school.
- The school will absorb a proportion of the cost for Pupil Premium Children and for twins for some school trips and residential trips. The School may also absorb a proportion of the cost for such trips where the School is aware that the family may be unable to meet the cost of the trip.
- Nominal charges may be made for pupils attending After School clubs.
- Where music tuition or singing tuition is not an essential part of the National Curriculum, charges may be made.

School Milk

- A subsidy is currently received from the European Union to the Government towards reducing the cost of milk for pupils attending Nursery and Reception/ Key Stage 1 classes.
- Nursery Children receive milk each day free of charge, but parents must inform the Nursery Team if they wish their child to take up this option.
- Children registered in the Pupil Premium Scheme in Reception and Key Stage 1 will receive milk each day paid for by the School from the funding provided by the Government through the Pupil Premium fund. Parents must register with the Milk Scheme to receive this milk. Information is available through the School Office.
- Parents of children in Reception and Key Stage 1 who are not registered within the Pupil Premium scheme may pre-pay and order milk. Information is accessible through the School Office.

School Dinners

The school kitchen is managed by Lancashire County Council and the price per school meal is charged to parents at £2.60 from 01/09/23. School Meals are charged via the ParentPay system.

- Children registered in the Pupil Premium scheme and whose parents are in receipt of government support payments are entitled to a free school meal each day.
- Children in Reception and KS1 are entitled to receive a 'free' meal under the Universal free school meal offer.

- Where special events are planned; such as Christmas Lunches, we require parents to make their choices *clearly* in advance and no later than return dates stated in letters/ communications/ advertisements to ensure there will be a meal for their child. Again this is a requirement of advance planning and catering to order the correct number of meals.

Breakfast Club

We have an on-site before school breakfast club which runs from 8am to 8:45am every school morning. As this is outside of education hours a fee of £1.50 per pupil per session is charged. This is payable to the breakfast club staff.

Access to Pupil Records

Parents may come into school and view their child's records by appointment. They may not remove any paperwork or copies of documents. However, where a parent requests detailed copies of their child's full records or repeat copies of reports already supplied a nominal copying charge may need to be made to the parent.

Administration Charges

Where a parent requests certain documents or certification of formal paperwork/ agreements and the school is charged for these services, the reasonable costs to the school will be passed directly to the parent. This is unusual, but the School reserves the right to pass on any unexpected costs presented on behalf of any parent. The School will charge £10 for completing and signing passport applications. This service is provided at the discretion of the individual teacher or Headteacher.

Uncollected Children

A charge may be made for children who are collected late from school.

The parent/carer will be sent a letter reminding them to collect their child from school at 3.15pm if they are late more than twice in a fortnight (2 weeks).

From there on in, in cases where a child is not collected within ten minutes of the end of the school day (3.25pm onwards) there will be a charge of £7 per child. A further charge of £5 per child for every 5 minutes will be charged after this time.

Charging for lost or damaged property

In the event of school property being lost or damaged then the parents shall be asked to contribute towards the cost of replacement. The cost of the replacement of a child's reading book is £4.00, a school reading record is £1.00 and a replacement reading badge is £1.50.

Vandalism and or Damages

Any person who cause damage to the School resources/ premises/ materials/ fabric of the building will be asked to make payment for any damages/ loss/ theft caused. Within the procedure of securing "Best Value", the school will seek out the most economical means of replacing same-for-same. Similarly, if anyone causes damage or loss to another individual's personal property, the school will take steps to attempt to recover the loss which may incur a cost to the family of the individual who may have caused the incident.

Letting of the Premises

St Joseph's Sports and Arts Centre is available for hire to community groups. Please contact the School Office for further information.

Conclusion

We want our children to have the best possible range of experiences and opportunity both within the core curriculum and the enhanced/extended curriculum for expression and real-life skills. We are realistic that in a period of increasing costs and new directives we aim to support this as much as possible, but we are aware of the affect this has on family values, well-being and budgets. We are not in a place to continually replace and renew materials and resources and we all have a duty of care and responsibility to support the environment and ethos of our school community. The funding of activities/ events/ visitors will be a clear and open process in a transparent manner. We intend that our charging and remissions policy will be in line with that of the Local Authority/ Diocese and that it will meet the requirements of the law.

Approved by	Resources Committee
Date	June 2024
Review	June 2025