



## St Kentigern's Catholic Primary School

### Charges, Remissions and Voluntary Contributions Policy

	Name	Date	Signature
Written by	Headteacher	March 2021	
Approved	Finance, Staffing & Premises Committee	March 2021	
Next review	Finance, Staffing & Premises Committee	Spring 2022	

#### **Mission Statement**

*St. Kentigern's School is part of our parish community of faith, which helps our children to develop their spiritual, mental and physical abilities to their highest possible potential, by prayerfully basing their lives on the teachings and values of Jesus Christ and his Church, while recognising and respecting the beliefs of others.*

*We are committed to the development of the whole child within a community where every individual is valued and respected. Co-operation and friendship will encourage a happy and caring, learning environment.*

St Kentigern's Catholic Primary School is aware that, under the Education Reform Act 1988, no charge can be made for education in school hours and that every child has the right to receive free school education. Also, we believe this policy complies with the Education Act 2002. The Governors always seek to spend their funding wisely and delegate the administration of this to the Headteacher.

In addition to the basic curriculum, the Governors wish to enhance the provision for pupils in a variety of ways, e.g. by school outings, visitors and extra-curricular activities. It is recognised that such enrichment of the curriculum requires extra money beyond the means of the School's budget. Therefore the Governors ask parents/carers for voluntary contributions to cover these extra costs.

#### **Aims**

- To outline what the School can and cannot charge for.
- To outline the School policy for voluntary contributions and remissions.
- To have in place a voluntary school fund that will provide an alternative source of income for the School. Funds are raised through donations, voluntary contributions, sale of items etc., and used for activities that will benefit the school.

#### **Role of the Governing Board**

The Governing Board has delegated powers to the Finance, Staffing & Premises Committee to monitor the effectiveness of the Policy. The Finance, Staffing & Premises Committee has delegated powers to the Headteacher for the day to day management of the funds.

## **Role of the Headteacher**

The Headteacher will:

- be responsible for the day to day management of the fund;
- work closely with the Office Manager to achieve the above;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff concerned;
- monitor the effectiveness of this policy;
- report annually to the Finance, Staffing & Premises Committee on the success and development of this policy; and
- Have the fund externally audited by an accountant.

## **Role of the Office Manager**

The Office Manager will:

- Support the Headteacher in operating, maintaining and developing the financial procedures and systems related to the fund;
- Bank the monies – cash and cheques;
- Act as treasurer who will undertake the day to day administration of the School Fund;
- Ensure that the account is kept up to date; and
- Present the documents for external audit annually.

## **The Policy is divided into three sections:**

1. St Kentigern's School Fund
2. Charges
3. Remissions

## **St Kentigern's School Fund**

### **a) Scope of the Voluntary School Fund**

The School maintains a voluntary fund for the receipt of gifts, donations and voluntary contributions.

<b>Activities within the scope of the Voluntary School Fund</b>	<b>Activities outside the scope of the Voluntary School Fund</b>
<ul style="list-style-type: none"><li>• School trips</li><li>• Small repairs</li><li>• School Dog expenses – reimbursed from school budget</li><li>• Charity collections, sponsored events</li><li>• Donations</li><li>• Mungo's Meals – payment for food parcels</li></ul>	<ul style="list-style-type: none"><li>• Staff functions</li><li>• Payments to staff, contractors, other employees for work undertaken</li><li>• Reimbursement for theft or damage to property</li></ul>

<ul style="list-style-type: none"> <li>• Sale of items, e.g. calendars etc</li> <li>• Extracurricular resources</li> <li>• Taxis to attend extracurricular events and fuel expenditure for the School minibus</li> <li>• Capital expenditure, e.g. Playground Project</li> <li>• Loans in exceptional circumstances, agreed by governors</li> <li>• Gifts and hospitality</li> </ul>	
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**b) Accounts**

The School Fund will be kept up to date and will be based on a receipts and payments basis in transaction order and a running balance being maintained. The school will have a minimum of two signatories. An independent auditor will be appointed who will audit the accounts annually. Copies of the audited accounts will be presented to the Finance, Staffing & Premises Committee annually. Copies of the audited accounts will be presented to the the Finance, Staffing & Premises Committee, which in turn will recommend them to the Full Governing Board for approval.

**Charges**

**a) Educational visits**

The cost of these trips is processed in the office and permission from the Headteacher is always required before parents/carers are approached. The Schools seeks only to cover its costs and never intends to raise funds from these visits. Parents/carers are sent a letter as soon as arrangements have been finalised; the letter will ask for a voluntary contribution towards the cost and this amount is indicated in the letter. No child will be unable to partake in these visits where there is genuine hardship. The Governors leave the contribution from such families to the discretion of the Headteacher. The Headteacher may decide to remit the costs in part or in full. However, if parents decide not to contribute, there is always the possibility that it will be necessary to cancel the trip. Children whose parents/carers do not wish their child/ren to partake in the visit will be assigned to another class for the day.

**b) Resources**

In some subjects, such as Art, Food Technology etc. staff may incur costs that cannot be met from the School budget e.g. food from the supermarket etc. In such cases these costs will be met from the School Fund.

**c) Damages**

When a child or adult loses or deliberately damages School property they will be charged for the cost of repair/replacement.

**d) Purchase of items for resale**

School uniform, book bags etc are processed through the PTFA account.

**e) Out of School Activities**

A number of clubs are provided to augment the provision the School offers. The number and type of these clubs varies according to the availability of staff and time schedules. Most clubs are provided free to children.

**f) School documents**

Although it is envisaged these will be provided free of charge in most circumstances, charges may be made to cover the costs.

**Remissions**

**a) Educational Visits**

No child will be unable to partake of these visits where there is genuine hardship. The Governors leave the contribution from such families to the discretion of the Headteacher. The Headteacher may decide to remit the costs in part or in full.

**b) Pupil Premium**

Pupil Premium may be used to pay for additional items for pupils who are on Ever 6 Free School Meals register alongside core School provisions. Payment is at the discretion of the Headteacher and may be made towards schools visits and trips or anything else that is likely to add to the pupil's learning.

**c) Any other remissions**

The Headteacher may recommend to the Governors other remissions like discount on Morning or After School Club fees to help families facing hardships. Recommendation may also be made to provide free school meals, uniform and anything else deemed reasonable.

**Equality Impact Assessment**

We, as a school community have a commitment to promote equality and lookout for the vulnerable and marginalised (Pope Francis).

**Monitoring the Effectiveness of the Policy**

The effectiveness of this policy will be reviewed annually and the necessary recommendations for improvement will be made to the Governing Board.