

St Peter's Catholic Primary School

Charging and Remissions Policy



Policy	Charging and Remissions Policy
Date	November 2022
Date of review	November 2024
Signed Chair of Governors	Eugene McCarthy
Signed Headteacher	Clare Scott

We, the family of St Peter's, united in faith by God strive to learn and grow together to be the best we possibly can every day.

1. CHARGING POLICY

Introduction

The Headteacher and Governing Body recognise the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education. The Headteacher and Governing Body aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

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 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);

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.

The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

Subsidies from various sources e.g. School Fund, St Peter's School PTA, voluntary organisations and Pupil Premium will be considered to cover

deficits. Surplus finance will be used via school fund for the benefit of the children.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school will pay 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 require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive :

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.
- transport

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. *Voluntary contributions are requested to help cover the additional cost of the visits and a visit will have to be cancelled if insufficient voluntary contributions are raised.*

If parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Headteacher.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for all children in Key Stage 2. 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.

Lunch time / After School Sport and Creative Activities

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

Lost School Equipment, Books etc

Parents will be expected to replace or pay for the cost of lost items of School property.

Breakages and Damage to School Buildings, Furniture or Property

Parents will be charged for damage caused as a result of a pupil's behaviour.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at *10p per sheet and 20p for any colour printing*.

Private fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg. Mid year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Head Teacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Late collection of child fees/charges

In the event that a child is not collected by an authorised adult at the end of the school day, the school puts into practice agreed procedures. These

ensure that the child is cared for safely by experienced and qualified practitioners who are known to the child.

AIM

In the event that a child is not collected by an authorised adult, our staff will ensure that the child receives a high standard of care in order to cause as little distress as possible. Parents will be informed of the procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

METHODS

Parents of children starting at the school are asked to provide specific information which is recorded on the Pupil Admissions form, including:

- Home address and telephone number;
- Mobile telephone number (if applicable);
- Place of work, telephone number (if applicable);
- Emergency contact details of any other people, such as a close relative or childminder

On occasions when parents are aware that they will not be at home or in their usual place of work, they must provide the school with valid alternative contact information.

On occasions when parents or the person normally authorised to collect the child are not able to collect the child, they must advise the school of the name and telephone number of the person who will be collecting their child. We will agree with parents how to verify the identity of the person who is to collect their child.

Parents are informed that if they are not able to collect the child as planned, they must inform the school so that staff can begin to implement the back-up procedures. We also inform parents that in the event that their children are not collected from the school by an authorised adult and the staff can no longer supervise the child on the premises – the safeguarding children procedures are applied.

Parents/carers must send in written confirmation if they wish a Key Stage 2 child to walk home by themselves.

If a child is not collected at the end of the day, our staff will execute the following procedures:

- Parents/ Carers are contacted at home or at work
- If this is unsuccessful, the adults who are authorised by the parents to collect their child from school – and whose telephone numbers are recorded on the Pupil Admissions form – are contacted.
- All reasonable attempts will be made to contact the parents or nominated carers.

- The child does not leave the premises with anyone other than the parent or the person the parent has phoned to advise us is picking up their child, if the parent has notified us.
- If no one collects the child after one hour and there is no one who can be contacted to collect the child, we will apply the procedures for uncollected children.
- The child stays at the school in the care of two members of staff with appropriate DBS clearance including one member of the SLT, until the child is safely collected either by the parents or by a social worker.
- Children's Services will aim to find the parent or relative. If they are unable to do so, the child will be admitted into the care of the local authority.
- Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.
- A full written report of the incident is recorded in the child's file.
- Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.

The school takes a persistent lateness in collecting a child very seriously. In extreme cases it can be considered as abandonment or neglect of the child, although we understand that occasionally delays are unavoidable.

The late collection policy will operate to the following timetable from the end of the school day:

- School finishes at 3.15pm
- Teachers will remain in the playground/hall until 3.25pm
- At 3.25pm children will be taken to the office for collection
- From 3.30pm any child remaining in the office will be taken to the After school club.

Costings:

- **When a child is not collected by 3.30pm, parents/carers will be charged the After school fee of £9.00 per child.**

The office clock will be used to determine the cost.

There will also be a charge if parents phone the school to say they are running late but children are still not collected by 3.30pm. (Except in proven emergency situations)

Late Collection from After School Club

The After School Club has a fining policy of £2.50 for every 5 minutes until the child is collected. This is because the Afterschool club ends at 5:30pm so that the school keeper can lock the school.

If this is not going to be possible, then you will need to seek alternative childcare. If you have an emergency situation, then you must let the After School Club know by calling the telephone number 07932 534751.

Should Parents be late on more than three occasions the school has the right to withdraw the place.

2. REMISSIONS POLICY

To ensure that access to activities reflects intentions, St. Peter's R.C. Primary School will implement the following Remissions Policy.

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.