



## Charging and Remissions Policy

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<b>Policy Created by;</b>	L.Wordsworth
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<b>UNCRC (United Nation Convention of the Rights of a Child) Articles included in this policy;</b>	1, 2, 3, 4, 5, 6, 12, 15, 16, 17, 23, 24, 28, 34, 36 and 39

### Our Mission Statement

At St Anne's RC Primary School, we work together, learn together, play and care together in God's love to enable each unique person to achieve their full potential.

We aim to meet the needs of every child through a challenging, enriched curriculum, where everyone feels valued and respected. Providing a safe, secure and stimulating learning environment through an inclusive partnership between children, parents, our school, our church and the wider community.

## **1 Introduction**

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition. As a Catholic school, where families find themselves in financial difficulties, school will consider whether we can support by waiving or reducing payments on a case by case basis.

## **2 Aims and Objectives**

2.1 The aims of this policy will: set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers; clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## **3 The Legal Position**

3.1 The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained school, was first set out in the Education Reform Act 1988. Guidance came in the Circular 2/89, Education Reform Act 1988:Charges for School Activities.

The Circular explains that: No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is: - within school hours; - for the National Curriculum programme out-of-school hours; - for statutory religious education; and - for a prescribed public examination prepared for by the school.

## **4 Voluntary contributions**

4.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

4.2 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 pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

4.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive: visits to museums; field trips and research visits; sporting activities which require transport expenses; outdoor adventure activities; visits to or by a theatre company; musical events.

## **5 Residential visits**

5.1 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 suggest a voluntary contribution to cover the costs of board and lodging, although parents and carers who receive state benefits are exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

## **6 Music tuition**

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

6.2 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. One Education Music Service make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year.

## **7 Swimming**

7.1 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 make no charge for this activity. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part.

## **8 Additional sports coaching**

8.1 The school is sometimes able to secure the services of a qualified sports coach. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session.

## **9 Finished products**

9.1 Where parents/carers have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons) a charge can be made at cost price. The parents/carers must know the charge for the product in advance. Fundraising activities may sometimes include finished products at a discretionary extra charge.

## **10 Damage/Loss to Property**

10.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10.2 A charge will be made in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair or such lower cost as the Headteacher may decide.

