



ST MARY'S CATHOLIC PRIMARY SCHOOL

Charging and Remissions Policy [Sept 2016]

Introduction

St Mary's Catholic Primary School aims to provide a creative and enjoyable curriculum for all children. However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the children.

Purpose

- To ensure that, during the school day, all students have full and free access to a broad and balanced curriculum.
- To ensure that no student is excluded from a [non residential] trip or out of school activity because of financial hardship.
- To identify areas of activity where a charge may be made on parents.

Principles

St Mary's Catholic Primary School believes that

- Available funds should be used in the most effective way for all children.
- The principles of best value should be applied when planning activities that incur costs to the school and/or charges to parents.
- That no student should be excluded from a [non residential] trip or out of school activity because of financial hardship.

The Charging & Remissions Policy will embrace the principles of the Equal Opportunities Policy; Race Equality Policy and the Learning & Teaching Policy.

Details

All activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take students between the school and activity. Some activities however which broaden the curriculum are expensive, eg theatre trips, museums, and lecturers, artists, authors visits; the school does not have funds to cover the costs of such 'extras' and voluntary contributions may be sought. No student will be denied the chance of undertaking these activities regardless of contribution made, but if voluntary contributions do not meet the full costs, the school reserves the right to cancel the visit or activity.

When charges are made for any activity outside the school day, or voluntary contributions requested for activities either within or outside the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions to the School Fund, FSM (Friends of St Mary's), Governor's Fund, Pupil Premium money, fundraising activities, and support from charitable organisations and trusts.

The school seeks to support parents and carers suffering financial hardship, according to need and availability of funding and in accordance with the principles of the policy. Parents or carers who require financial assistance should apply to the Headteacher.

Charges and voluntary contributions may include an appropriate element for the following costs:

- (1)
 - (a) travel costs
 - (b) board and lodging
 - (c) materials, books, instruments and other equipment
 - (d) non-teaching staff costs and the costs of hiring teaching or instructional staff (which can include travel, board and lodging) who have been engaged specifically for the purpose of providing the activity.
 - (e) entrance fees
 - (f) insurance costs
- (2) Individual music tuition which takes place in or out of school hours and which is not provided to fulfill the requirements of the national curriculum.
- (3) Opportunities are often made available for students during the year which are not directly connected to the curriculum (eg residential trips) and are organised by private commercial companies. The school will charge the parents the full cost of the trip.
- (4) The full cost of trips extra to the national curriculum.

Classroom materials

No charge will be made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Damage to School Property

The school will seek to recover costs from parents where school property is deliberately and willfully damaged.

Use of School Premises – this is covered by the School's Lettings Policy.

Updated September 2016