

Charging and Remissions Policy

Policy Statement:

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education. The Governing Body aims 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.

- The Charging and Remissions Policy for St Peter's Catholic Primary School is written in line with LA and DfE guidance.
- Before any charges are levied by the school the school refers to its charging policy and undertakes to review this policy on an annual basis.

Charging Policy:

- With the exception of Instrumental Music Tuition, all activities offered wholly or mainly during normal teaching time will be available to all pupils without charge, regardless of their parents' ability or willingness to pay.
- Whilst there is no statutory requirement to charge for any educational activity St Peter's Catholic Primary School exercises its right to charge for optional extras which are provided out of school hours.
- The restriction on charges does not relate to the request for voluntary contributions to schools and St Peter's Catholic Primary School exercises its right to request this. However, St Peter's School makes it clear in all correspondence to parents that there is no obligation to make such a contribution and a parents' willingness or ability to make or withhold a contribution will have no impact on their child. It is important to note that no child shall be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit it is possible it will be cancelled. This will be made clear to parents.
- Where a charge is raised this will not exceed the actual cost of providing that activity.
- Residential visits will be charged for even where the visit is taking place mainly during school hours.
- Where a charge is made for example an 'optional extra' the charge is worked out by the total cost involved e.g. bus, entrance, insurance etc. divided by the number of people taking part. The school ensures that no profit is made and only charges incurred are passed onto parents.
- There are no charges for examinations taken in school.

Music Tuition:

In line with the Education Act 1996 and the associated Charges for Music 2007 Regulations, charges can be levied for Instrumental Music Tuition (whether during or out of school hours) for either individual pupils or groups, provided it is at the request of the parents (unless the tuition is either a necessary part of preparation for an examination or a necessary part of music tuition within the National Curriculum).

Remissions Policy:

Bucks County Council advise:

'Where non-chargeable education is provided during a residential visit, then the parents of pupils who are eligible for free school lunch shall receive a complete remission of any charges that would otherwise be payable in respect of board and lodgings.

Under current regulations children whose parents receive the following support payments are eligible for free school meals:

- Income Support
- Income based job seekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income, as assessed by the Inland Revenue, that does not exceed £16,190
- Guaranteed element of State Pension Credit

Where charges are to be made by the governing body for optional extras, parents may receive a remission for the whole or part of the charge as set out in the school's remissions policy.'

In light of the above the school will:

- Not charge for the board and lodging element of a residential visit where the child is eligible for free school meals under the criteria shown above. Evidence of eligibility will need to be produced by the parents.
- Remission for any other charges for any reason e.g. in the case of financial hardship will be at the Head teacher's discretion.

Hiring of Premises:

Rates for hiring any room(s) are agreed by the Governing Body who will ensure with the LA that there is necessary insurance cover etc. for the activity to take place. Charges are set annually.

Further details about the hiring of premises at St Peter's School are set out in the separate 'Lettings Policy'.

Safeguarding Children & Child Protection:

The Governing Body takes its duties regarding the safeguarding and well being of children very seriously. Where a third party (the hirer) is responsible for the running of any service on the school premises it is the third party's responsibility to ensure that all staff have had the necessary checks made on them to ensure their suitability for their employment/engagement. It is also the responsibility of the third party to have the correct procedures in place for the reporting of any concerns that their members of staff may have e.g. Child Protection, Risk Assessments and Whistle Blowing.

Signed.....

Date.....

Chair Finance Committee, approved by FGB

Next Review January 2017