

# Charging and Remissions Policy



## St Joseph's Primary School

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**Approved**

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## **INTRODUCTION**

This policy sets out the circumstances in which the school may charge for certain activities, together with the circumstances in which any charge will be remitted. It has been drawn up in accordance with the arrangements as set out in the Education Act 1996.

## **SCHOOL TRIPS AND ACTIVITIES**

Where an external school trip is arranged or an outside group is invited into the school to run an activity (taking place during school time), a charge to cover the additional cost of providing this activity may be requested in respect of each participating pupil.

Where a request or invitation is made to parents to make a voluntary contribution to enable their children to take part in a particular activity or for the benefit of the school generally, there is no obligation on the parent to make any such contribution.

Where a parent is unwilling or unable to make such a contribution, their child/children will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Parents unable or unwilling to make a voluntary contribution for which a request or invitation has been made are asked to notify the Headteacher as soon as possible. While their child will not be treated differently in such circumstances, it may be the case that the activity in question can only go ahead if all, or a substantial majority, of parents agree to make the contribution.

## **RESIDENTIAL TRIPS**

Where any residential visit is arranged by the school to take place during school time, a charge to cover the additional cost of providing board and lodging costs will be made in respect of each participating pupil.

In circumstances where a parent/carer may experience difficulties in making the payment, they should make an appointment to discuss the matter with the Headteacher. It is expected that the full payment of the visit, including the organised activities, should be made except in cases of hardship when an arrangement can be discussed with the Headteacher. Evidence of hardship may be required, for example being in receipt of income support. Even in cases of hardship, the school may only offer a partial reduction in fees, dependent on circumstances and available funds.

### **PLAYING OF A MUSICAL INSTRUMENT**

The school purchases a Music Hub traded service from the local authority.

### **OUT OF SCHOOL HOURS ACTIVITIES**

The school will normally charge for activities which take place wholly or mainly outside school hours, but which are not required in order to fulfil statutory duties relating to the national curriculum or to religious education. This includes the provision of before-school and after-school clubs. External providers of school clubs make their own arrangements for charging.

The basis for calculating the school's charge will be the proportionate cost where appropriate to each participating pupil for: travel; board and lodging; materials, books and equipment; entrance fees; insurance; and teaching and/or non-teaching staff contracted specifically for the purpose of providing the activity. On occasions the school may subsidise the cost for a child/all children participating in a particular activity.

### **TRANSPORT**

Where transport is provided between the school and other places where education is provided, parents may be invited to make a voluntary contribution towards the cost.

### **MATERIALS**

A charge may be made for materials used for the production of any article (for example, crafts or cooking) where a parent has indicated that he or she wishes the article to be owned by him or her or by the child concerned.

Parents may be invited to make a voluntary contribution towards the cost of materials for a particular activity or to voluntarily provide their children with particular materials.

### **DAMAGE TO SCHOOL PROPERTY**

Where there is damage to school premises or equipment which is the result of a pupil behaving in a manner which fell short of expected standards, his or her parents/carers may be requested to pay for the damage to be made good by repair or replacement as appropriate.

### **REMISSION OF CHARGES**

Parents/carers may apply to the school for remission of charges (in whole or part) towards the cost for activities within the limitations as specified above. Applications will be considered by the Headteacher and shall be dealt with confidentially.

### **NURSERY**

All children from three years of age receive 15 hours per week funding from the local authority. Parents are also offered the option of paying to stay for the afternoon session. The school has some discretionary afternoon places that are allocated against the criteria of economic or social need. Provision will be allocated on a 'first come first serve' basis supported by written evidence as described in the Free School Meal Application form. A number of places will also be offered to parents who are eligible for 30 hours free childcare.

When applying for the full-time provision, parents are agreeing to their children attending the St. Joseph's nursery for 5 mornings and 5 afternoons each week with an option to receive school lunches (currently £2.35 per day). The fee for the afternoon session is currently £120.00 per week and should be paid in advance on a monthly or half termly basis. The agreed amount must be settled by the first Friday of each half-term or you may forfeit your child's place. The fee is charged even if your child is absent, for any reason, including holidays taken during term time. The Governors of St. Joseph's will take action to recover unpaid fees in accordance with the school's Debt Recovery Policy. Details of the policy may be obtained from the School Office.