



**School Charging and Remissions  
Policy**

The basic principle of the 1996 Education Act provides a free education for our children within the limits set by the National Curriculum.

This includes all activities inside school hours and on school premises. Visits where half or more of the time is inside school hours, residential visits where the number of school time sessions outnumber the number of remaining half days.

However some valuable aspects of education fall outside such limits. These include music tuition that is not part of a public examination or the National Curriculum, activities wholly outside school hours, residential visits where the number of sessions is less than the other half days\*(1,2)

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

At St Mary's Catholic Primary School, we aim to;

- Promote and provide such activities both as part of a broad and balanced curriculum and optional activities for the pupils of the school.
- Make school activities accessible to all pupils regardless of family income
- Encourage and promote external activities which give added value to the curriculum
- Provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- Respond to the wide variations in family income while not adding additional unexpected or unmanageable burdens to the school budget.

*(\*1.FSM pupils will still be exempt from these charges, although a contribution will be sought)*

*(\*2.This is calculated over a school week. There are 10 sessions/half days in a school week.)*

**REMISSIONS**

To ensure that access to activities reflects intentions, St Mary's Catholic 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) and their children are registered as eligible for Free School Meals, 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 Headteacher in consultation with the Chair of Governors.

### CONTRIBUTIONS

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

If sufficient contributions are not received the school reserves the right to cancel the activity and refund any contributions made.

### CHARGES

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum, and the majority of which are outside the school hours of 8.45am until 3.25pm
- After school and pre-school clubs.
- Music tuition, if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage or loss of school reading books, accidental or otherwise.

### INDIVIDUAL MUSIC TUITION

- The Governors reserve the right to make charges to parents for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement will

be obtained before the tuition is provided. Where the school budget situation allows, the school will try to subsidise this activity so that the charge to parents is significantly reduced or removed entirely. Children who receive instrumental music lessons in this way are expected to attend the school orchestra rehearsals regularly.

The Wolverhampton Music Service reserves the right to charge for damage or loss of instruments. Parents sign a consent form with the service before children take up tuition.

#### INGREDIENTS OR MATERIALS FOR PRACTICAL SUBJECTS

- Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their wish to own the finished product.

#### LOSS OF 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 AND PROPERTY

- Parents will be charged for damage caused as a result of a pupil's behaviour. Accidental breakages will not be charged.

#### SCHOOL UNIFORM

St Mary's Catholic Primary School has a strict uniform policy which we believe contributes significantly to the success of the school. The school provides parents with the opportunity to buy this uniform. In order to provide best value for parents, in terms of cost and quality, the school reviews its uniform supplier annually. Uniform is sold by the school and is a non-profit making operation, in that we sell items of uniform at their supply cost. In cases of hardship the school will look for ways to support families purchasing the school uniform.

#### BEFORE AND AFTER SCHOOL CLUBS

The Governing Body understands the pressures on parents who work and as such the school maintains and provides a before and after school facility to assist parents with their child care and work arrangements. There is a charge placed for both of these facilities. This is made to cover staffing and food costs. Parents are able to obtain the costs and charges for this from the school office. The school will endeavour to recoup any unpaid accounts that parents hold through other agencies.

Where unpaid accounts exceed £40.00 children will be barred from attending these clubs and parents will be expected to make alternative arrangements until the account is settled either in part or in full.

Parents are able to pay off accounts in full or through an arrangement of smaller payments with the school. Parents must agree this with the Headteacher and the before and after school facility managers.

## 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 Headteacher in discussion with the Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information as well as photocopying charges (not less than 10p per sheet) and postage.
- Any letters that are required for parents to inform third parties of their child's schooling or eligibility to be resident in the U.K. will be charged at a cost of £5.00 per letter.
- The verification of documents, such as passports, will be charged at £5.00 per item.

All monies that are recouped by the school in this regard will be paid directly into the School Fund account. This account is used to buy resources for the pupils of the school.

The Governing Body reserves the right to review the non-statutory elements of this policy at any time. Parents will be notified of any changes.

Signed



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Headteacher



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Chair of Governors