

The Federation of St Mary's Catholic Schools



Charging and Remissions Policy

Agreed

Autumn 2019

To be reviewed

Autumn 2020

Policy on Charging

Introduction

Education provided by the school 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 including:

- Music and vocal tuition, provided to individuals or small groups.
- Any materials, books, instruments or equipment, where the child's parent wishes their child to own them
- Optional extra (see below)

1 Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. Optional extras are:

Education provided outside of school time that is not:

- a) Part of the National Curriculum
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- c) Part of religious education transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education.
- d) Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra.
- Non-teaching staff.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

2 Voluntary contributions

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.

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.

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
- Fieldtrips and research visits
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips abroad
- Musical events
- School Levy

3 Residential visits

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 charge 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.

4 Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There may be 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. We may make a charge for these lessons, but parents and carers in receipt of state benefits are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

5 Additional Sports Coaching

The school offers additional sports coaching usually after school. Most of these clubs are run by qualified sports coaches. We may make a small charge for this service and subsidise the remaining costs from the sports premium grant.

6 Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity, we may ask for a voluntary contribution towards transport costs. We inform parents and carers when these lessons are to take place.

7 Breakfast and After School Club

Charges are made for pupils who access the above clubs. These clubs do not form part of the school's delegated budget and are self-funding. Please see Appendix 1 for current charges.

8 Nursery 30 hour places

Charges are made for pupils who access nursery 30 hour places to cover the cost of wrap around care. The wrap around care does not form part of the school's delegated budget and is self-funding. Please see Appendix 1 for current charges.

11 Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the Executive Headteacher and or governing body, and will depend on the activity in question.

12 Refunds

Refunds will be given if:

- An educational visit/school event has been cancelled.
- Contributions to an activity exceed the total cost, that is if the excess amount is greater than £1

13 Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary. The main body of the policy may still be current but we may need to update Appendix 1 more frequently as changes occur.

APPENDIX 1

EXTENDED SCHOOL CARE

This policy takes account of the costs of providing childcare places. A major factor affecting the overall charge is the cost related to staffing in order to meet statutory requirements of staff to child ratios and levels of qualification.

Extended school care covers Breakfast and After School Club operated by the school.

Pricing Structure

Breakfast Club – 1 hour session 7.45am till 8.45am

Normal Session Charge
£3.50

After School Club – 2 hours 15 minutes per session 3.15pm till 5.30pm

Normal Session Charge
£6.00

NURSERY 30 HOUR CARE

This policy takes account of the costs of providing wrap around care for the children in nursery who access 30 hour places. The charges cover the costs related to staffing in order to meet statutory requirements of staff to child ratios.

Payments should be made in advance on a weekly/monthly or termly bases.

Pricing Structure

Daily charge
£3.50