

## OUR LADY IMMACULATE CATHOLIC PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

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### ***Introduction***

All the education we provide during 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 such as individual or small group music tuition. This charging policy has been compiled in line with DFE requirement (DFE Charging for school activities; departmental advice for governing bodies, school leaders, school staff and local authorities) (October 2014)

### ***Aims and Objectives***

The aims of this policy will:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.
- Enable pupils to take full advantage of the activities provided by the school.

### ***Basic Principles***

School governing bodies and local authorities cannot charge for:

- An admission application to any state funded school;
- Education provided during school hours, including the supply of any materials, books, instruments or other equipment;
- Education provided outside the school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination, that the pupil is being prepared for at the school or part of religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination if the pupil has been prepared for it at the school; and
- Examination resits if the pupil is being prepared for the re-sits in school.

School and local authorities can charge for;

- Any materials, books, instruments or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see details below);
- Music and vocal tuition, in limited circumstances;
- Certain early years provision;
- Community facilities;

Optional Extras for which the school may apply a charge:

- Board and lodging for a pupil on a residential visit eg Colomendy, Winmarleigh Hall
- Extended day services offered to pupils (for example breakfast club, afterschool clubs, supervised homework sessions)
- Education provided outside of school time that is not:
  - Part of the national curriculum;

- Part of a syllabus for prescribed public examination that the pupil is being prepared for at the school; or
- Part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is 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.

### ***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 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;
- Musical events;

### **Activities for which the school will apply a charge include:**

- Breakfast and Afterschool clubs
- Wraparound care for pupils attending the school early years provision
- Lettings
- Ancillary services

The governors’ finance, resources and safety committee will approve a scale of charges for these services annually.

### ***Residential visits***

If the school organises a residential visit in school time, which is to provide education directly related to the National Curriculum, we do not make a charge for the education or travel expenses. However, we do suggest a voluntary contribution to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and the aspect of the curriculum would have to be covered in other ways.

Residential trips, which are not directly related to the National Curriculum and take place outside, or mainly outside school time, parents, are required to fund these trips, where possible subsidy will be made from grant or other funds available.

### ***Music tuition***

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. Peripatetic music teachers teach these individual or small-group lessons. We make a charge for these lessons. We give parents and carers information about additional music tuition at the start of each academic year.

### ***Swimming***

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to cover the cost of transport when used. We inform parents and carers when these lessons are to take place, and we seek the permission of parents or carers for their children to take part.

### ***Remission***

It is the policy of the headteacher and the governing body to determine any individual case arising from hard ship and take appropriate action to enable these families to take advantage of school activities. Details of the remission arrangements will be made clear when parents are informed of charges for individual activities.

### ***Extra-curricular activities run by external providers***

External providers will set and collect their own charges.

### ***Other Charges***

The headteacher may levy charges for miscellaneous services up to the cost of providing such services eg photocopying.

In cases of wilful or malicious damage to equipment or breakages, or loss of schoolbooks on loan, the headteacher may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### ***Monitoring and review***

This policy is monitored by the governing body, and will be reviewed every two years or sooner if necessary.