



## CHARGING AND REMISSIONS POLICY

This policy was reviewed by the Finance and Personnel Steering Group on:	18 October 2017
Approved by Governors:	4 December 2017
To be reviewed:	Every 2 years or when required

*'St Mary's is a Christian School where we aim to Value – Inspire – Learn and Celebrate Together'*

### 1 Introduction

The Governors recognise the valuable contribution that the wide range of activities, including clubs, trips, and residential experiences can make towards a pupils' personal and social education.

The Governors aim to promote and provided such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### 2 Charges

The Governors reserve the right to make a charge in the following circumstances for activities organised by the school.

#### 2.1 School Journeys in School Hours

The board and lodging element of residential activities deemed to take place within school hours except for those pupils whose parents are in receipt of:

- Income Support
- Income Based Job Seekers Allowance (IBJSA)
- Child Tax Credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- Supported under Part VI of the Immigration and Asylum Act 1999.
- An income-related employment and support allowance

#### 2.2 Schools Hours

Parents will be informed of the days, and the hours of those days that their children are attending is in session.



School 'hours' refers to the times when the school is in session and does not include breaks or PO days. The school provides a minimum of two sessions per day, each of two hours, giving a minimum of twenty hours per week. A general guide is detailed below.

- 21 hours for pupils aged 5 – 7
- 23 hours for pupils aged 7 - 10
- 24 hours for pupils aged 11 - 13

## 2.3 Activities outside School Hours

Where a pupil participates in an activity outside of School hours, the parents/carers will be charged in full. The charges will include the cost of travel, entrance fees, insurance, books, equipment. For definition purposes where less than 50% of time spent on an activity falls during School hours, it is deemed to have taken place outside School hours. Any exceptions to the above will need to be agreed by the Principal in consultation with the Governors.

## 2.4 Materials and Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional. (It remains the parents' responsibility to supply school uniform including PE Kit). The Governors may charge for materials or require them to be provided if parents have indicated in advance that they wish to own any finished product produced in school e.g. Design Technology Products.

## 2.5 Music Tuition

Any costs associated with individual tuition in the playing of a musical instrument whether in or out of school hours (unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum).

## 2.6 General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.

The Governors may from time to time, amend the categories of activity for which a charge may be made.

## 3 Remissions

The Governors may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Governors' discretion. In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governors 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 Principal on behalf of the Governors. All parents, however, will have the right of appeal to the Governors normally represented by the Chairman or Vice-Chairman of Governors.



#### **4. Other Activities During School Hours**

Non School organisations, such as theatre groups, may be asked to arrange an activity to take place during school hours. Such organisations may charge for their activity. While schools cannot charge parents for school time activities they can still ask for a voluntary contribution to help school funds go further where this is the source of funding. While it is legitimate for the school to say a particular activity cannot take place if sufficient voluntary funding is not forthcoming, no pupil may be left out of such an activity because her or his parents cannot or will not make a contribution. Parents who do not wish their child to attend must ask the school to agree to their child's absence. The Principal and Governors must decide whether this is in the pupil's best interests.

#### **5. Voluntary Contributions**

**Nothing in this policy statement precludes the Governors from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.**

Signed

Derek Kuziw

Chair of Governors

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