



CHARGING AND REMISSIONS POLICY

This Policy was reviewed by the Finance and Personnel Steering Group on:	25th March 2015
Approved by Trustee Directors:	18th May 2015
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 Trustee Directors 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 Trustee Directors 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 Trustee Directors 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 PD 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
- 23½ 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 Schools 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 Trustee Directors.

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 parent's responsibility to supply school uniform including PE.Kit). The Trustee Directors 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 Trustee Directors may from time to time, amend the categories of activity for which a charge may be made.

3 Remissions

The Trustee Directors may from time to time decide to remit all or part of the cost of activities involving particular pupils. This will be at the Trustee Directors' 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 Trustee Directors 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 Trustee Directors. All parents, however, will have the right of appeal to the Trustee Directors normally represented by the Chairman or Vice-Chairman of Trustee Directors.

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 Trustee Directors must decide whether this is in the pupil's best interests.

5. Voluntary Contributions

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

Signed:

Date: 18th May 2015

Ven John Cox

Chair of Trustee Directors