

Charging and Remissions Policy

St. Mark's Catholic Primary School



INTRODUCTION

The Governing Body endorses the guiding principles of the 1988 Education Reform Act, especially that no child should have his/her access to the formal curriculum limited by charges.

The Governing Body also recognises the valuable contribution that a wide range of additional activities (including clubs, educational visits and residential experiences) can make towards a pupil's personal and social education. The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities, whilst recognising the financial constraints under which the School operates.

AIMS

To make a broad programme of trips and activities accessible to as many pupils as possible.

To establish and maintain a fair and coherent system of charges within the constraints of the School budget.

PRACTICE

1. Charges will not be made for any activities that form part of a prescribed examination syllabus or are in fulfilment of National Curriculum requirements.
2. Other activities that occur wholly or mainly within School hours will not normally be subject to a charge. However :-
 - The position concerning charging for instrumental music tuition is set out below.
 - In practical subjects, parents may be asked to pay for the full or partial cost of materials or ingredients if they have indicated in advance that they wish to own the finished product.
 - Voluntary contributions may be invited for external trips that take place mainly within School hours. No child will be excluded because of inability to pay but the School is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements.
 - Board, lodging and travel costs will be charged on residential trips, subject to statutory exceptions.
3. Trips and activities that take place mainly out of School hours will be chargeable.
4. The costs of examination entries for subjects taught within the School will normally be met by the School where the candidate meets the School's entry criteria. In the case of candidates failing to meet the School's entry criteria, but whose parents still wish them to be entered, they may be asked to pay the relevant fees. The School will normally refund those fees where a candidate achieves satisfactory grades in the subject(s) concerned.

5. A charge will be made to cover the administration costs for all exam re-sits, currently set at £10.00.

CHARGES

In cases where charges are to be levied, parents will be advised in advance and monies collected prior to the activity. Requests for help from parents on income support or family credit will be considered and assistance provided within the limits of the School's Budget. Complete confidence will be observed in such matters.

The charge to be levied will be calculated in advance on an anticipated per capita basis taking into account any direct costs (e.g. travel expenses and entry fees) and indirect costs (e.g. the costs relating to persons accompanying the pupils). There will be included the costs of any insurance deemed appropriate and the cost of cover for the staff members accompanying the pupils.

Following completion of the trip or activity, a calculation of the actual charges to each pupil will be made. Insofar as a pupil has paid more than this, the surplus money collected in excess of £5 per pupil for each trip or activity will be returned to the parents.

Any surplus less than £5 will be accumulated and used to support pupils with financial difficulties on future trips or activities.

INSTRUMENTAL MUSIC TUITION

The Governing Body reserves the right to charge individuals for any music tuition provided.

REMISSIONS

Where a pupil is in receipt of (or registered for) free school meals, the nationally agreed criteria for which is where a pupil's family is in receipt of :-

- Income Support
- income-based Jobseekers Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of State Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

or in other exceptional cases not falling within the criteria listed above, the Governing Body will remit in full the cost of board and lodging for any residential activity that it organises for the pupil (if the activity is deemed to take place within the School hours or where it forms part of the syllabus for a prescribed public examination or the National Curriculum).

Additionally, there will be no charge made in such circumstances in respect of instrumental music tuition.

In other circumstances, it is recognised that 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. In such cases, the Governing Body invites parents to apply, in confidence, for the remission of charges in part or in full. Where appropriate, the Headteacher will authorise remission in consultation with Chairman of Governors.

GENERAL

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

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