

St Paul's Catholic Nursery and Primary School



Charging and Remissions Policy

Date agreed by Governors: September 2016

Date agreed by Governors: September 2018

Date agreed by Governors: September 2020

Date agreed by Governors: September 2022

Review date: September 2024

Date agreed by Governors: September 2025

This policy has been informed by A Guide to the Law for School Governors and DfE and local authority guidance on charging for school activities.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all pupils to access provision regardless of their families' financial circumstances.

Roles and responsibilities of headteacher, other staff, governors

The headteacher will ensure that the following applies and that the information is available for parents:

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials or equipment. It excludes charges made for teaching an individual pupil or groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge will be made.

Voluntary contributions may be sought for activities during the school day which entail additional costs e.g. school trips. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

From time to time we may invite a non-school based organisation such as (theatre groups) to arrange an activity during the school day. A voluntary contribution will be sought for these activities.

If insufficient funds are collected for such activities then these may be cancelled.

We will charge for optional, extra activities provided outside of the school day, for example (coaching by outside agencies). Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Residentials

Charges will be made for board and lodging and transport costs. In certain cases, financial support that has been approved by the governing body will be available e.g. families who receive free school meals.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will be assessed on an individual merit and approved by the governing body.

As much notice as possible will be given to parents of the activity and the charge.

Best value will be sought in planning activities that incur costs to the school and/or charges to parents.

Arrangements for monitoring and evaluation

The the governing body will monitor the impact of this policy .

This policy should be cross-referenced to the complaints procedure, data protection, health and safety, pupil discipline, special educational needs, inclusion and whistle blowing policies.

