

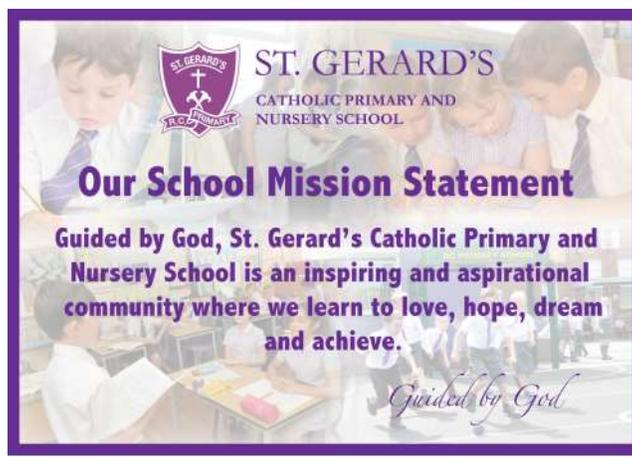


# St Gerard's Catholic Primary and Nursery School



## Charges and Remissions Policy

Agreed by Governors November 2017  
Signed (Chair of Governors) Ms Sharon Miller



# **SAFEGUARDING STATEMENT**



***“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.***

## **CHARGES FOR SCHOOL ACTIVITIES**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and residential experiences can make towards pupil's personal and social education.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of St. Gerard's as additional optional activities.

Where charging is permitted, a charge will be made at the discretion of the Governing Body.

Where charging is prohibited, the Governing Body will exercise its right to ask for voluntary contributions for the benefit of the school, or in support of any school activity whether during or outside school hours, residential or non-residential.

The Governing Body will seek voluntary contributions in order to fund activities taking place wholly or mainly during school hours for which the costs cannot be met from the school's budget. It is made clear to parents'/carers', in writing, that any contribution is voluntary and failure to contribute will not involve the relevant parent's/carer's child being treated differently from any other child in the school. Parents/carers are warned that where an activity cannot take place without some support from parents/carers, and there are insufficient voluntary contributions, the activity may be cancelled.

### **Pupil Premium**

Following the introduction of the pupil premium children on free school meals or looked after children will be entitled to a 20% reduction in price towards the cost of trips, visits and residential. The school will cover all transport costs. Parents of such children will use a code (F) on the consent form to indicate that their child is on free school meals and will receive the reduction.

### **Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by school.

### **Education Outside School Hours**

This is classed as " activities which take place wholly or mainly outside school hours and which are not provided as part of the syllabus for prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education." Such an activity is defined as an 'optional extra' and may be charged for.

Charges for 'optional extras' outside of school hours may include:

- travel, board and lodging for pupils

- materials, books, instruments and equipment
- entrance charges to facilities
- staff costs – both support and teacher costs (where a teacher/instructor has been engaged specifically to provide the activity. These teachers will be given a separate contract to provide the optional extra).
- insurance.

With an 'optional extra':

- parents/carers can choose whether their children attend or not;
- no profit can be included in any charges made – the charge is to be based on the actual cost of the activity;
- a charge will not include a share of the cost of any remissions. If further funds need to be raised, for example, to help in hardship cases, this must be by voluntary contributions or general fund-raising.

The board and lodging element of the following activities deemed to take place within school hours – Fox Howl Outdoor Education Centre, Beeston Outdoor Education Centre, Burwardsley Outdoor Education Centre, Coniston Outdoor Education Centre, Colomendy Outdoor Education Centre, Ozaman Outdoor Education Centre, Tattenhall Outdoor Education Centre and any activities requiring a residential stay. Where a residential activity takes place during school hours no charge will be made for the education or the travel costs, but the Governing Body reserves the right to ask parents for voluntary contributions.

### Remissions

On residential visits which are essential for delivery of the curriculum and which fall wholly or mainly in school time, there is a statutory entitlement to the remission of charges for board and lodgings. The following benefits bring remission arrangements in to line with eligibility for free school meals.

The Guarantee element of State Pension Credit

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income-Related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent/carer is not entitled to Working Tax Credit and whose annual income, as assessed by the Inland Revenue, does not exceed amount as set by the Inland Revenue
- Universal Credit - Children who receive a qualifying benefit in their own right.

The Governing Body is empowered to remit charges for activities where costs can be reasonably and appropriately met from the school's budget. The school continues to be responsible for meeting the cost of any remission of charges arising from this Policy.

## Charging

### Parents/carers are asked to pay for:

#### Musical Instrument Tuition:

costs associated with individual instrumental tuition, whether in or out of school hours (unless this is provided as part of a syllabus for prescribed public examination or is required by the National Curriculum, a Child in Care or disadvantaged pupil), and with tuition for small groups of up to and including four pupils;

#### Public Examinations:

the cost of entering a pupil for public examination not prescribed in regulations (unless a Child in Care or disadvantaged pupil), and for preparing the pupil for such an examination outside school hours, for example, music examination.

#### Materials, Books, Instruments or Other Equipment:

costs for materials used in school where a parent/carer indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent/carer may be required to provide the materials in question.

#### Board and Lodgings:

costs of board and lodgings (not exceeding the actual cost) on residential visits, subject to the complete remission of such charges on visits deemed to fall in school time for pupils whose parents/carers are in receipt of specified state benefits as listed under 'Remissions' above.

#### Damage to Property:

costs of repairs or of replacing defaced, damaged or lost property where this is the result of a pupil's inappropriate behaviour or carelessness. Parents and carers will be expected to pay to replace anything that is broken as a result of this.

#### Extended Schools Provision

The full cost to each pupil of any activity deemed to be an optional extra taking place outside school hours. The governing body reserve the right to ask parents for contributions to fund after school care. This is currently at the cost of £2.00 per session per child. The governors have the right to inform parents and carers that if this is not paid then the child is unable to attend after school provision.

The governing body also reserve the right to ask parents for contributions to wrap around nursery care if the child is not entitled to 30 hours' provision and wish for their child to attend nursery all day. This is currently at the cost of £50.00 per week (lunch not included.) The governors have the right to inform parents and carers that if this is not paid then the child is unable to attend wrap around provision.

### **Breakfast Club**

There will be no charge for breakfast club as this will be funded through the pupil premium funding.

### **Individual Instrumental Tuition**

The cost to the pupils for providing any instrumental tuition is at no cost as the school subsidises this through pupil premium.

### **Charging in kind**

The Governing Body may from time to time amend the categories of the activities for which a charge may 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.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

Parents and carers may find a copy of this policy on the school's website:

<http://st-gerards.halton.sch.uk/>

### **Policy Review**

This Charges and Remissions Policy will be reviewed annually by the Governing Body in the light of guidance, training and changes in legislation or at the request of a member of the school community. The staff and Governing Body will agree any amendments.