



# St Mary's RC Primary School

## Charging and Remissions Policy

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### Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 8:55am to 3:15pm (all pupils).

### What was consulted?

The policy has been informed by A Guide to the Law for School Governors.

### Relationship to other school policies

The policy complements the school's Equal Opportunities policy and Teaching and Learning policy.

The Headteacher will ensure that the following applies:

During the school day All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day which entail additional costs, e.g. transport, entrance fees etc.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution.

If the cost of a particular visit cannot be covered by voluntary contributions, however, the school reserve the right to cancel the visit.

From time to time we may invite a non-school based organisation such as a theatre company to arrange an activity during the school day. Such organisations may require to school to seek for contributions towards the cost.

### Optional activities outside of the school day

We will charge for optional extra activities provided outside of the school day, e.g. extra curricular activities where consumable materials are used, tuition fees for activities supplied by an outside provider. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

### Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made.

### Residential

Charges will be made for board and lodging, except for pupils who are in receipt of free school meals who may be asked to make a contribution. Other charges will be made to cover costs.

## 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 attending. There will be no levy on those who can pay to support those who can't. Where there are cases of family hardship, which make it difficult for pupils to take part, in particular activities for which a charge is made, the Governing Body may remit all or part of this charge at the discretion of the Head Teacher. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. Arrangements for monitoring and evaluation The Resources Committee of the governing body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Review Date: September 2018