

St Francis Xavier Catholic Primary School

Charging and Remissions Policy

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by the LA policy and the DfES guidance.

Definition

The school day is defined as: 8.50 – 12.00 and 1.00 – 3.10 (Reception); 8.55 – 12.00 and 1.00 – 3.15 (KS1 and KS2)

The midday break does not form part of the school day.

Responsibilities

The headteacher will ensure that staff are familiar with and correctly apply the policy.

The Governors will review the policy annually in the Autumn Term.

Policy statement

During the school day, 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 (*for example Swimming Baths*). It may exclude charges made for teaching an individual pupil or small groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or Religious Education we will make a charge. (*See below*)

Voluntary contributions may be sought for activities during the school day which entail additional costs.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it maybe necessary to curtail or cancel activities.

From time to time we may invite a non-school based organisation such as *a theatre or sports group* to arrange an activity during the school day. This may incur a cost.

Pupils who are entitled to free school meals (irrespective of whether they take them) will be subsidised or not be charged for school educational visits, including residential visits.

Optional activities outside of the school day

We do not charge for optional, extra activities provided outside of the school day, for example after school clubs, theatre visits etc.

Residentials

Charges will be made for board and lodging, transport and insurance.

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 or won't.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Music Tuition

In extreme cases of hardship the governors will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

Eligible benefits (these may change according to current government policy)

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by The Inland Revenue, that is the same amount applied to free school meal entitlement).