

**St. Mary's Catholic Primary School**

**CHARGING AND REMISSIONS POLICY**



**Mission Statement**

"St. Mary's School is a happy place, where we follow Jesus by living, loving, learning and working together."

**School motto**

"Being the Best We Can Be."

**Core Values**

Respect, Nurturing, Creativity, Passion, Integrity

## **Introduction**

The education we provide wholly or mainly during school hours will be free, but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions.

## **Objective of this policy**

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

## **Explanation of what will and what won't be charged for**

1. No charge will be made for admitting pupils to school.
2. Transport or admission costs for swimming lessons will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours to cover the cost of transport, visitors into school and admission fees.
4. Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours or to school equipment or school funds, the contribution will be genuinely voluntary. Pupils of parents who are unable or unwilling to contribute will not be discriminated against.
5. When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.
6. On residential trips that take place wholly, or mainly, during school hours, the school will charge for the cost of board and lodging at the actual cost of the provision.

7. Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply when the trip takes place outside school hours but where it is necessary either as part of the national curriculum or the syllabus for religious education.
8. Where music tuition or singing tuition is not an essential part of the national curriculum, charges will be made.
9. If parents want their children to attend clubs run outside of normal school hours but run by school staff, there will not normally be any charge for these clubs. However, a contribution for materials may be requested from time to time e.g. cooking ingredients, gardening materials, art/craft materials. If parents do not send in a requested contribution, their child will not be discriminated against and will be able to take part in the activity.
10. If parents want their children to attend clubs run outside of normal school hours but run by outside groups, (sports coaches, specialist teachers etc. other than school staff), there will usually be a fee to be paid to take part in that club. See most current letters for individual prices for individual clubs.
11. Parents enrolling their children in wrap-around care run by the school either before/after school or during school holiday periods, full payment needs to be made in advance of the session/s at the price advertised by the club or the child's place will be forfeited and will not be able to attend.

### **Expected outcome**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

**Review Date January 2018**