

THE FEDERATION OF
ALL SAINTS AND ST MARGARET'S CATHOLIC PRIMARY SCHOOLS

CHARGING AND REMISSION POLICY

1. REVIEW PROCEDURES:

This statement will be reviewed on an annual basis by the Governing Body's Resources Committee and will be adjusted in line with any subsequent guidelines from the DCSF or LA.

2. AIMS:

This statement sets out the School's attitude to charging, describes each type of activity which will be charged for and explains when charges are made.

3. PRINCIPLES:

- 3.1 All education provided within school hours will be free. This includes materials and equipment. School hours are those when the school is actually in session and do not include the break in the middle of the day.
- 3.2 All parents will be informed about school hours in the School prospectus.
- 3.3 The school may invite parents and carers from time to time to make voluntary contributions toward any part of the school's work and to permit the provision of activities which otherwise may not have been possible, e.g. Theatre Workshops, visiting artists, musicians, etc.
- 3.4 Charges may be made for teaching music either to a group or individual pupils.
- 3.5 General fundraising and sponsorship will also be used to permit additional activities. Parents will be informed of the decision to ask for contributions at the planning stage of activities.
- 3.6 Parents will only be charged for activities which happen outside school hours when these activities are not a necessary part of the National Curriculum or Religious Education and when parents agree to pay,
- 3.7 No charges will be made which exceed the actual cost. Cost of a school visit will include transport, admission and extra workshop charges where appropriate.
- 3.8 No pupil will be left out of any activity provided in school time because his/her parents cannot or will not make a contribution of any kind when requested to do so.

- 3.9 A charge may include an allowance for the cost of teachers from the school who supervise the activity but only if those teachers have been given a separate contract / formal letter to provide the optional extra.
- 3.10 A residential trip counts as falling within the school time if the number of school sessions missed by pupils amounts to half or more of the number of half days taken up by the activity. No charge will be made for a residential activity taking place largely during school time or which meets the requirements of the syllabus for public examination or to do with the National Curriculum or Religious Education.
- 3.11 For a residential activity largely in school time, travel costs will be requested only if travel takes place outside school hours.
- 3.12 Charges may be made for board and lodging on residential courses in school time except for pupils whose parents are receiving certain benefits. The Headteacher will advise parents of the right to claim such free activities if they are receiving benefits.
- 3.13 When parents accompany pupils on an out of school activity, they may be invited to make a contribution towards the cost of transport and / or the activity.

4. SCHOOL CHARGES FOR PUPILS:

	Cost	When	Notice given
Theatre / Pantomime visits	£10 - £15 max	Christmas	2 weeks
Residential	£200 approx	Summer Term	6 months
Local Trips	Admission costs only (No transport required)	Occasionally	1 week
Visiting Theatre Groups, etc.	Typical charge £2.00	Per annum	2 weeks
Handicrafts /DT/etc	No charge at this time.		

5. MISCELLANEOUS CHARGES (Other than those for pupils)

5.1 Charges for Lettings

The Governing Body will follow directions from the LA regarding the use of school premises.

Youth groups, e.g. Rainbows, Brownies, etc. will be charged a nominal fee which will be decided by the Resources Committee and reported to the Governing Body

5.2 Charges for Photocopying

Staff and others may use the school photocopier at a cost of 5p per copy

5.3 Private Telephone Calls:

Staff and others may use the school telephone in emergencies only. Normal BT rates will be charged.

6. COLLECTING AND BANKING SUMS COLLECTED:

6.1 The school will maintain records of all charges collected.

6.2 All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations and Roles and Responsibilities Document).

Review Autumn 2018