

St Patrick's Catholic Primary School & Nursery

Charging and Remissions Policy

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

Definitions

Community Facilities - activities which the governors do not feel is of direct educational benefit to children at the school

Extended school provision - provision of childcare outside the standard school day where it is optional as to whether the child attends

External Lettings - letting to an organisation other than the school

Remission - where a charge is not payable, either in full or in part

Sinking Fund - a reserve put aside over a number of years to pay for major maintenance or renewal costs

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

Charges

Description	Price	Duration	Explanatory Note
Residential Visits	POA	As Required	School Budget to fund 50% of costs*
Music Tuition	£37	Termly in advance	Does not include instrument hire*
Breakages/replacements as a result of damage/negligence	POA		Books, equipment etc.
Staff Key Fobs	£50	If Required	
Extra-Curricular Activities/School Clubs	POA	As Required	Individual letter sent to parents*
Letting of Hall to the Church/Indian Community	£11	Monthly	No charge over summer holidays.
Letting of Hall for Non-Religious Groups	£25	Session	Session times 9-12 noon, 2- 5pm & 6-9pm.
Letting of Hall to Stafford Sinfonia	£30	Session	
Letting to St Patrick's Before & After School Club	£2850	Annually	
Photocopying	10p sheet	If Required	
Private Telephone Calls	20p call	If Required	At Head Teacher's discretion
Nursery am/pm session from September 2015	£10.50	Session	**
Nursery Lunch from September 2015	£1.50	Session	**
Costs of Materials/Ingredients Where Pupils Keep Product	POA	As Required	

Please note *

Pupils entitled to Pupil Premium funding (Looked After Children, Forces Families and Pupils in Receipt of Free School Meals) will not be charged. The School Budget will meet these costs from Pupil Premium funding received.

Where a family is suffering from financial difficulties and is not entitled to Pupil Premium funding the case will be dealt with on an individual basis at the discretion of the Head Teacher.

Please note **

Parents are entitled to 15 hours NEF funding if their child attends Nursery the term after their third birthday. If they wish their child to attend the term that their child reaches three (rising threes) they have to pay for sessions attended. Extra hours over the allowed 15 hours and lunchtimes must be paid for. If a parent falls behind on payments extra hours above the allowed 15 hours must be paid for in advance.

The Nursery operates in conjunction with the school's Debt Recovery Policy.

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including:
Services (heat & light)

Staffing (security, caretaking & cleaning)
Administration
Wear & tear (sinking fund)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- c) Support under part VI of the Immigration and Asylum Act 1999;
- d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed £15,575 (Financial Year 08/09).
- e) Where none of the above apply but where a convincing appeal is made to the Head Teacher
- f) Please see notes * and ** on page 4.

Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Toast, juice and milk charges at break time.
- b) Parents can be invited to make a voluntary contribution if it is not possible to make additional activities within the resources available. In this case, if voluntary contributions are insufficient, then the activity will be cancelled.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parental contribution is not required.
- b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request. We as a school community have a commitment to promote equality and we believe this policy is in line with the Equality Act 2010.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.

Date of Policy approval _____

Date of Policy review _____

Policy approved _____
Chairperson