

# St Elizabeth's Catholic Primary School



## Charging and Remission policy

Adopted - October 2019  
Review date - October 2021

# St. Elizabeth's Catholic Primary School

## Charging and Remission Policy



*'We listen, learn and grow with Jesus'*

### **Mission statement**

Our mission is to strive for fullness of life for everyone. Through education and prayer, we listen, learn and grow with Jesus.

In order to achieve this successfully, we are firmly committed to the following aims and objectives.

### **Our Aims**

- To encourage the Christian ethos of the school through daily promotion of the Mission Statement, living out the values and teachings of our Catholic faith, in a multi-cultural global community;
- To provide a safe and secure learning environment in which all members of the school community achieve success and realise their full potential;
- To create a caring and supportive atmosphere in which all members of the school are listened to and respected, demonstrating good manners towards each other and developing positive relationships within the wider community;
- To provide a broad and balanced curriculum encouraging children to be independent thinkers and achieve personal success;
- To provide a variety of opportunities for pupils to explore their own learning and develop their interests and abilities.

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

### **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 tuition as part of the K2M programme
- 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;

### **Charges**

Governors will make a charge for the following:

- (a) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (b) Charges for materials or ingredients where the pupils wish to have the finished product
- (c) Board and lodging on residential visits (not to exceed the total cost)
- (d) Extra-curricular activities and school clubs provided by an outside agency
- (e) Any other education, transport or examination fee unless charges are specifically prohibited
- (f) Letting of the school premises (please refer to the Lettings Policy)
- (g) Extended school cover activities e.g. breakfast club and after school club

### **Voluntary Contribution**

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions we may cancel the trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We don't treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **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;
- Any charge for a pupil activity should not exceed the actual cost.

### **Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do make a charge to cover the costs of board and lodging. Parents whose children receive free school meals are exempt from payment. Parents will be asked to contribute to the cost of transport for this activity.

### **Free School Meals**

Children whose parents are in receipt of the following support payments will be eligible for free school meals for their child. Parents must apply for this separately. School will support with the application process if required.

Your child may be able to get free school meals if you get any of the following:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.

### **Music Tuition**

All children study music as part of the normal curriculum. We do not charge for this. There is no charge for individual or group music tuition if this is part of the National Curriculum.

Excel Music Services Limited offers private keyboard and wind instrument lessons during school hours and lunch time for Years 1-6. Excel Music Services issues invoices and payment is made directly to them.

### **Swimming**

The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons. Transport is paid out of the school budget.

**Pre School**

Governor run pre-school facilities are available on the school site for pupils from the age of 3 years old. The provision takes pupils whose parents wish to utilise the 15hr or 30hr free child care government funded places. In addition, extra hours can be purchased at a cost of £11.50 per session.

**Wrap around care**

As a school we offer before and after school club care at a cost of £5.00 per session for before school club (7.30-8.50am) and £9.50 for a full session (3.15-5.45 pm) at after school club. (Additional information about shorter sessions and discounts for siblings are available on the school website) Parents are welcome to use child care vouchers offered by their employers and should speak to the school office for further details.