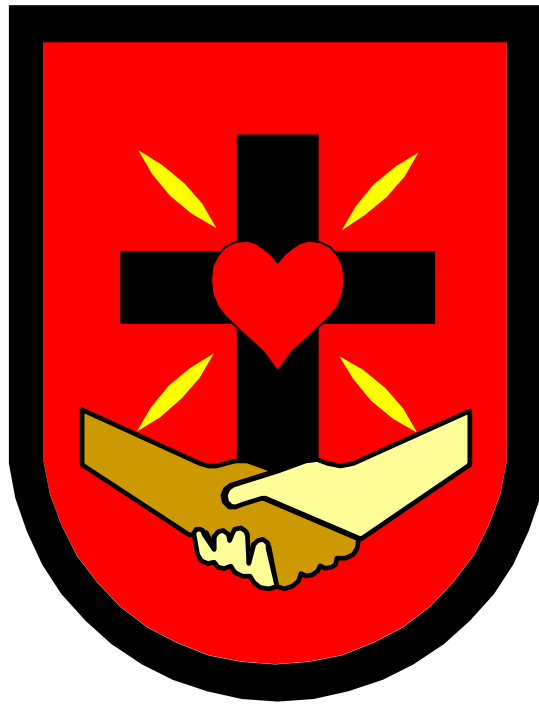


Sacred Heart Catholic Primary School



Charging and Remissions Policy

All school policies take account of the school's ethos, which is enshrined in our Mission Statement and whole school community Code of Conduct.

MISSION STATEMENT

This is our school

Together we worship

Together we learn

Together we belong

With the love of God,
our dreams and ambitions come true.

SAFEGUARDING STATEMENT

“Sacred Heart Catholic Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.

Charging and Remissions Policy

AGREED BY STAFF: **November 2016**

AGREED BY GOVERNORS:

REVIEW DATE: Reviewed annually and formally in September 2017

Legislative Context

Sections 449-462 of the Education Act of 1996

Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities.

Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At Sacred Heart Catholic Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

Principles

In line with the Education Act of 1996 and associated guidance.

No charge:

- We make no charge for National Curriculum and related activities in school time or out of school hours if required as part of the national curriculum.
- We make no charge for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- We make no charge for entry for a prescribed public examination, if the pupil has been prepared for it at the school;

The right to charge:

We reserve the right to charge for;

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras*
- music and vocal tuition, in limited circumstances and as requested by the parents
- certain early years provision
- community facilities

Optional Extras

- education provided outside of school time that is not: a) part of the national curriculum;
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education)
;
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions)

Voluntary Contributions

- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit
- We may charge where it enables an increase in, or enriches, non-statutory extra curricula provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach

Remissions

The school reserves the right to propose to remit (wholly or partly) any charge otherwise payable to them in accordance with the charging policy.

Residential visits

The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit 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 religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
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The school reserves the right to charge for:

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, we shall make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;⁶
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27

October 2008.

(The above is in line with the most recent DFE Guidance and is subject to change as Benefits may change)

Key Responsibilities

The Governing Body

- Will review and amend the charging and remissions policy as appropriate
- The policy will be reviewed annually

Head Teacher

- Will be responsible for drafting proposals for charges
- Will provide reports for the Resource Management Committee

School Business Manager

- Will provide effective financial administration enabling efficient budget management by the head teacher

Users

- Will abide by the terms and conditions of the booking and hiring contract

Procedures

1. Off site extra curricular activities

A voluntary contribution not exceeding the actual cost may be requested as outlined above.

Where insufficient voluntary contributions are received this may result in the visit being cancelled.

2. On site activities

Curriculum Enriching Activities

Music instrumental teaching

Specialist teaching in class will be provided free of charge.

The cost of instrumental or singing lessons outside class time to individuals or small groups may be met by a charge to parents at the discretion of the school as outlined above at the request of the parent. Charges would set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument.

Extra curricular clubs

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

Monitoring and review

The policy and associated procedures will be monitored termly by the school's business manager in consultation with the head teacher.

As noted above the policy will be reviewed annually by the appropriate Governors' committee and a report provided for the Governing Body. Next Review November 2017

The policy is subject to in year review in the light of any changes in legislation and/or guidance.