

# **Sacred Heart Catholic Primary School and Nursery**



## **Charging & Remissions Policy 2021**

# **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.”***

## **MISSION STATEMENT**

### **This is our school**

Together we worship  
Together we learn  
Together we belong

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

**AGREED BY STAFF:** June 2021

**AGREED BY GOVERNORS:** July 2021.

**REVIEW DATE:** June 2022 or sooner if required.

# Charging and Remissions Policy

## Introduction

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

## Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).

## Voluntary contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

### **Chargeable activities**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost.

- Educational or other activities provided wholly or mainly outside school hours, which are not: (a) Part of the National Curriculum. (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school. (c) Part of religious education. (Note: This could include before and after school clubs run by the school).
- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.

Remissions Policy: There will be no charge for board and lodgings for pupils whose parents/guardians are receiving income support, income based job seeker's allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The Headteacher, in consultation with the finance committee, will make authorisation of remission.