



# THE MARIST CATHOLIC PRIMARY SCHOOL

*With God as our Guide we will value each other and work together to achieve our best*

## Charging and Remissions Policy

Policy compiled by:	Headteacher
Responsible committee:	Resources
Approved by Governing Body:	June 2014
Review Date:	June 2015

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

### Our Mission Statement

*The Marist School is a place of teaching and learning:*

- *Where we promote the Christian growth of children in a caring environment.*
- *Where everyone is valued not just for what they do or give, but for who they are, a traveller on the way to Christ.*
- *Where children are encouraged and stimulated to achieve their full potential spiritually, academically and socially; where talents and successes are shared and celebrated.*
- *Where all staff work and grow together as a team, giving of their best and supporting each other.*
- *Where all members of the community are made to feel welcome and encouraged to take an active part in the life of the school.*

### 1 INTRODUCTION

The Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy sets out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

## **2 POLICY STATEMENT**

The policy complies with the requirements of the Education act 1996, the LA Charging and Remissions Policy for School Activities provided or arranged by the authority and the provisions in Section J of the Finance Manual.

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

## **3 CHARGES**

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Residential visits in school hours - the board and lodging element of approved residential activities deemed to take place within school hours.
- Materials used in technology if the child is expecting to take the finished product home.
- Cookery ingredients if the child will take the result home.
- Trips which are not part of the school curriculum or are outside the school day.
- After school and pre-school clubs.
- Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

## **4. REMISSIONS**

Where parents are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which makes it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chairman of Governors.

## **5. VOLUNTARY CONTRIBUTIONS**

Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum. If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay the child will not be excluded from the activity.

Parents will have the right to withdraw their voluntary contribution before (but not after) the booking has been made.

If sufficient contributions are not received the activity may be cancelled.

Parents will be advised of this when the voluntary contribution is requested.

## **REVIEW AND EVALUATION**

This policy was reviewed following consultation with all staff and governors. It will be monitored annually for effectiveness and updated in the light of experience.

Policy reviewed and updated: June 2013

Date of next review: June 2014

*N Lewin*

*Headteacher*