



ST. JOSEPH'S

CATHOLIC PRIMARY SCHOOL

United in our Faith, Striving for Excellence

Charging and remissions

Policy

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St Joseph's Mission Statement
United in our faith,
Striving for Excellence

Aims and Objective

The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are made for certain activities.
- Explain the remission of charges, including the process for refunds.

Rationale

St Joseph's Catholic Primary School wishes to provide for all pupils the best educational opportunities available within the budget allocated by Lewisham Education Authority. The law states that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle. It is recognised however, that many valuable educational activities are dependent on financial contributions from parents. Without this additional financial support the school would find it impossible to maintain the quality and breadth of the curriculum provided for pupils. The school's concern is to keep financial contribution to a minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. The law recognises that charges may be made to parents in certain defined circumstances, provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing body of St Joseph's Catholic Primary School has decided that its policy will be as follows:

Day visits/trips

When organizing school trips or visits to enrich the curriculum, we ask for voluntary contributions to meet the cost. For visits outside of school time parents will be charged for all allowable costs. It is possible for charges to be reduced for children who make an application to the headteacher.

Residential visits during school time.

Parents will be charged for the full cost of their child's board and lodgings. A discount will be made for the board and lodgings of a child whose parents are in receipt of Free School Meals.

You can apply for free school meals if you or your child receive 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 Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit - In England, if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get). If your child is currently 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.

The school may ask for a voluntary contribution from parents to meet all other allowable costs. Allowable costs include:

- travel and subsistence
- materials, books, instruments and other equipment
- non-teaching staff
- teaching staff where separately engaged under a contract for the services for the visit or activity
- entrance fees to museums, castles, theatres etc
- insurance

Classroom materials

No charge will be made for materials or equipment. However, certain practical activities (e.g. technology or cookery) parents may be asked to provide materials or ingredients on a voluntary basis. Where parents would like to keep the finished product, the school reserves the right to charge for the cost of the materials.

Musical Instrument Tuition

Instrumental tuition is subject to an exception to the charging rule. Charges may be made for teaching individual pupils or for groups of children. A reduced rate will be charged to pupils entitled to Free School Meals or the Pupil Premium. Charges will be made for music tuition that is not part of the school's curriculum.

Rocksteady offer music lessons at St Joseph's which aim to develop children's musical skills. Rocksteady operates independently and so all tuition and charges are handled by them. If you would like information on Rocksteady, please visit www.rocksteadymusicschool.com

After School Activities Run by the School

Charges may be made for activities outside school hours when the activities are in addition to the school's curriculum. The Education Act 1996 describes activities that can be charged for. Such charges are at the discretion of the governing body but the actual charge will not exceed the actual cost of the provision.

Before and After School Activities Run by Outside Agencies

When an organisation other than the school arranges an activity and parents wish their children to join such agencies may charge the parents.

Voluntary Contributions

Some extracurricular activities at the school are funded through the voluntary school fund raised by the school community.

In collecting voluntary contributions for activities the school will never charge more than the actual cost of the activity. Children of parents who are unable to contribute will not be treated any differently. However where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity may be cancelled.

Damage to School Property

At the school's discretion a charge may be made for the replacement or repair of any item of school property that is lost or damaged.

How charges are determined

Charges will be determined with the knowledge of the senior leadership team. Charges are necessary part of the school being able to offer certain resources and experiences. St Joseph's takes care to ensure that charges are not excessive or too frequent to ensure that all families feel they have access to the same experiences and resources the school has to offer.

The school will never charge for an activity, experience or resource that is free to the school. However, charges may be made to facilitate these, this includes but is not limited to: transport, postage and packaging

Charges made by the school will be to meet the costs of the service, experience or resource provided unless otherwise stated (e.g. fundraising).

Should an individual wish to find out more information about the charges the school makes, they are welcome to visit the school office.

Remission of charges

The school recognises that not everyone has the same resources available and the school aims to ensure all children have the same opportunities and access at St Joseph's. Parent/carers of a child in receipt of FSM or PP will have the opportunity to receive subsidies for charges made by the school.

Refunds

When a charged service or activity is unable to be provided the school will usually offer a refund. This does not include any deposits or charges by any third parties.

The school will always endeavour to work with parent/carers requesting a refund and so kindly require any refund requests to be made in writing for the attention of the head teacher.

The school will NOT offer refunds based on non-attendance by a child, parent or carer.

Monitoring and review

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.