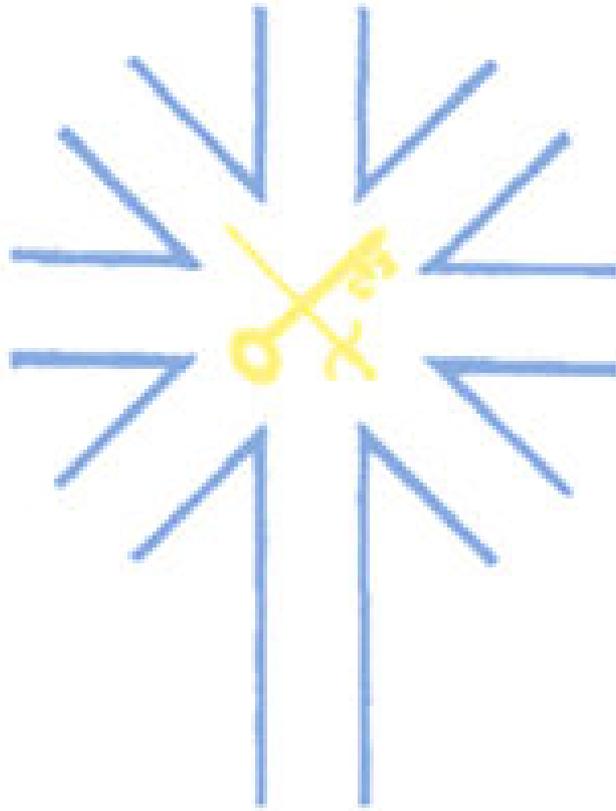


SS. Peter & Paul Catholic Primary School



Charging and Remissions Policy

January 2015
(This policy will be reviewed yearly)

Mission Statement:

‘I am giving you a new commandment:

“Love One Another.”’

John 13: 34-35

Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

Admissions

No charge will be made for admission.

School meals

No children in Islington Schools will pay for school meals.

Exams

No charge will be made for entering pupils for public examinations set out in regulations.

No Charges

No charge will be made for activities provided during school hours (with the exception of music tuition – see Section below). No charge will be made for transport during school hours e.g. to swimming. We may ask parents for a voluntary contribution to support costs.

We may charge for some activities that take place outside school hours. The Head teacher will decide which activities we make a charge for. The levels of charge will be set annually on the recommendation of the Head teacher and the resource committee.

Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Costs we can legally recover are as follows:

- a) Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- b) Non-teaching staff
- c) Any materials, books, instruments or equipment provided in connection with the optional extra

d) Transport to an activity outside school hours

e) Activities that take place partly during school hours either on or off site (non-residential). If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours.

Residential Trips

We will charge pupils the full cost of board and lodging on residential trips whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.

Music tuition within school hours

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.)

No charge will be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc.

No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc.)

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Head teacher and the appropriate committee of the governing body and may vary depending on size of group, length of lesson and type of instrument. Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals, as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.

Damage to property and breakages

We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head teacher with advice from those involved.

Remissions policy

We may remit, in full or part, charges for certain activities and pupils, as determined by the Head teacher with the Governing Body. The circumstances in which remissions are applied will be reviewed regularly. For example: Pupils on Free School Meals may be entitled to remission.