



ST. PATRICK'S R.C.
PRIMARY SCHOOL

CHARGING AND REMISSIONS
POLICY

<i>Date Policy Approved:</i>	<i>Autumn 2016</i>
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CHARGING AND REMISSIONS POLICY

“We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God’s way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.”

At our school, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.

The Governing Body of St. Patrick’s RC Primary School are authorised by the local authority to establish a Charging and Remissions Policy in accordance with current legislation should they wish to charge parents for any or all of those activities for which charges are permitted. These include:

- board and lodging on residential trips
- activities which take place wholly/mainly outside school
- costs associated with individual music tuition
- costs associated with non-statutory music examinations.

The LA authorises Governors to remit charges for visits during school hours deemed to be partly a child’s statutory entitlement. Furthermore, the LA empowers Governors to seek voluntary contributions in order to fund activities taking place during school hours for which costs cannot be borne from the school budget.

St. Patrick’s RC Governors have agreed the following policy in respect of charging:

1. School trips to theatres, museums etc. are a valuable part of any child’s learning. A child can absorb atmosphere, talk to specialists and use specialist equipment not normally available in school. The Governors and staff feel that children would lose beneficial experiences of trips if visits ceased. Visits off the school premises are an important additional element of the curriculum provision at St. Patrick’s RC School.
2. The school fund and Budget do not, and cannot, finance such visits and experiences off-site. The only way that such visits can continue is if parental support donations are forthcoming.
3. Children whose parents or guardians do not make voluntary donations will not be singularly excluded from any proposed trip, visit or activity.
4. Each visit/experience will be taken on its merits. A request will be made to each parent to donate an amount equivalent to the precise cost of each activity/visit/experience using a standard letter. If donations are not forthcoming or all but a small percentage of donations are sent, the Headteacher will cancel that particular activity.
5. The definition of “small percentage” is flexible and will vary according to the cost of a particular trip or activity. The school will be able to subsidise non-payment of an inexpensive trip in as much as each non-payment will not cost the school too much. In this case, there can be a higher tolerance of non-payment before any trip is cancelled, (this supports paragraph 1.3).

6. The reverse is true if a proposed activity is relatively expensive and therefore the school cannot bear the cost of non-payment. In both 1.5 and 1.6 the Headteacher will use his/her discretion in bearing the cost of non-payment. In the case of more expensive residential visits the school has a tradition of organising fund-raising events to provide a limited subsidy for excursions and transport.
7. When planning visits/experiences for children, teachers should be mindful of the cost and should, when feasible, plan joint visits with other classes to bring in economies of scale. It is the teacher's responsibility to cost the proposed visit and refer such costs to the Headteacher before requesting donations. Teachers must follow the procedures set down in the school's policy for planning educational visits.
8. Each teacher is responsible for recording payments of donations. Every care must be taken to prevent public identification of those children whose parents' donations have not been forthcoming.
9. At parents' request children who are absent on the day of a particular activity will be fully reimbursed for any donations made.
10. Education at St. Patrick's RC Primary will be free of charge for all pupils if it takes place wholly or mainly during school hours and is an activity necessary to fulfil the obligations and requirements of the National Curriculum. However, there may be occasions when visits to museums etc, although part of the school's National Curriculum provision, cannot be funded. On these occasions, Parents will be asked to make a donation to cover the cost of the activity.
11. Charges will not be levied for any materials or ingredients used by the children in school. However, voluntary donations will be requested of parents for such things as baking ingredients.
12. Charging will not occur for class music tuition or group musical activities within school hours. If a visiting performer comes to school on a commercial basis, then paragraphs 1.2 – 1.9 apply. However, where individual tuition in the playing of any musical instrument is available to pupils then a charge will be made equivalent to the overall cost.
13. Where an activity involves pupils in at least one night's stay away from home, the Governing Body may charge for board and lodging whether or not the activity is deemed to have taken place in school hours. Charges for residential trips will reflect the actual cost to the school. A statement of accounts will be produced for parents on request, following residential visits.
14. Swimming is an important element of the Key Stage II curriculum and as such the Governors will continue to fund both pool hire and tuition.
15. Receipts will be issued for any monies donated by parents.
16. Since all visits during school hours will be financed through parental contributions and not charged for, the Governing Body will not be required to remit any charges to parents.