



St Joseph's Catholic Primary School

CHARGING POLICY

Mission Statement:

Let it be known to all who enter here that Christ is the reason for this school, the unseen but ever present teacher in all its classes, the model for its children, the inspiration for its staff.

Love and Learn in the Footsteps of Christ!

Policy Review

This policy will be reviewed in full by the Governing Body annually.

The policy was last reviewed and agreed by the Governing Body on

It is due for review on <July 2020> (up to 12 months from the above date).

Signature *Linda Payne* Date July 2020

Head Teacher

Signature *Alrian Ramsden* Date ... July 2020

Chair of Governors



St Joseph's Catholic Primary School

CHARGING FOR SCHOOL ACTIVITIES

Introduction

The basic principle underling the Charging and Remissions Policy is to:

- Ensure that, during the school day all pupils have full and free access to a broad and balanced curriculum and
- Set out the basis for charges and remissions for activities. The school day is: 08.50am to 12.15pm and 1.15pm to 3.15pm (8.50am to 12.00pm for Nursery).

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences, can make towards pupils' personal and social education. Therefore, we aim to promote and provide such activities as part of a broad and balanced curriculum. The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents' ability to pay.

No charges will be made for:

- Education that is a necessary part of the National Curriculum.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for pupils learning to play a musical instrument or singing if the tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Reward trips, made at the discretion of the school.

In general, no charge can be made for admitting pupils to maintained schools. The school may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

Voluntary Contributions

The Headteacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally
- building fund

The contribution must be genuinely voluntary, though, and the pupils of parents



St Joseph's Catholic Primary School

who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Residential Trips

There will be a cost for board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school can not charge for the educational or travel elements.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their annual income, assessed by the Inland Revenue, does not exceed £14,495 (2007-08)
- the guaranteed element of State Pension Credit

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions, fundraising or an allocation of funds from the School budget.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in Regulations. However, an examination entry fee may be charged to parents if:



St Joseph's Catholic Primary School

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list, but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the Governing Body or LEA originally paid or agreed to pay the entry fee.

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

This Policy has been informed by the DFE guidance "Charging for School Activities" (May 2018)

Disability Equality Scheme

This policy supports the school's Disability Equality Scheme and it is available in a range of different formats, for disabled parents and the wider public.