



St. Edward's RC Primary School **CHARGING AND REMISSION POLICY**

"I have come that you may have life, and have it to the full." (John 10:10)
School Mission Statement

Introduction

This policy has been formulated with regard to Oldham Local Authority Guidance on Charging for School Activities

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The school's Governing Body is responsible for the implementation of this policy and the determination of any individual case arising from the implementation of this policy.

Prohibition of Charges

The Governing Body recognises that legislation prohibits charges for the following :

- education provided during school hours (including the supply of any materials, books, equipment) ;
- education provided outside of 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 religious education ;
- tuition for pupils learning to play musical instruments if the tuition is required as 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 religious education ;
- entry for a prescribed public examination if the pupil has been prepared for it at the school ;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school ;
- education provided on a trip that takes place during school hours
- education provided on a trip that takes place 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 religious education ;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip ;
- transporting registered pupils to and from the school premises, where the local education authority has a statutory duty to provide transport ;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated ;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for the examination at the school ;

- transport provided in connection with an educational trip.

NB. At this time, the guidance received on the current position means the Governing Body considers the provision of additional non-statutory nursery care not to fall under the purview of education as defined in these legal prohibitions.

Publication of Information

A summary of this policy will be included in the School Prospectus

Charges

The governors of the school reserve the right to make a charge for :

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for ...
 - travel
 - materials & equipment
 - non teaching staff costs
 - entrance fees
 - insurance costs
- (c) personalised tuition (eg. music, sport) delivered by an external provider and requested by a parent / carer
- (d) any other education, transport or examination fees unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused willfully or negligently by pupils
- (f) extra-curricular activities and school clubs
- (g) the purchase of products made by the children in the course of their learning covering (but not exceeding) the cost of materials & equipment eg. cooking, CDs, DVDs

The Governing Body recognises the principle that charges are necessary to support extra curricular activities. It takes the common sense approach that the involvement of teachers an support staff of the school through its systems and structures is both desirable and beneficial to the purpose and aims of the school. It will support these (activities) through its budgetary arrangements, avoiding direct subsidy but using the apparatus and organization of the school to ensure these activities are possible and sustainable.

Where an 'optional extra' non-statutory activity (eg. additional nursery session) requires the statutory allocation of qualified staff, the governors reserve the right to pass on this cost to parents / carers through the application of this charging policy.

Remissions

Charges for additional optional activities will apply equally to all children. The governors will only consider subsidising optional activities in exceptional circumstances and through formal approach for consideration.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following :

- (a) School visits
- (b) Activities in school not part of the National Curriculum.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge, and the following will be made clear to parents :

- the contribution is genuinely voluntary and a parent is under no obligation to pay, and
- registered pupils at the school will not be treated differently according to whether or not their parents have made a contribution in response to the

request.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used to meet overall costs attached to specific events / activities, or to help sustain the existence of the School Fund which serves to enhance the overall quality of education which the school provides (for all its pupils) over and above that which can be afforded through the school's delegated budget.