

St Joseph's Catholic Primary School



Our Mission Statement

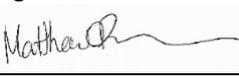
We grow together in God's Love as we Pray, Learn and Play

"Dyn ni'n tyfu gyda'n gilydd mewn cariad Duw wrth i ni weddio, dysgu a chwarae"

CHARGING AND REMIT POLICY

Article 28:

You have the right to a good quality education

This Policy was approved by the Governing Body on	December 2020	The first policy was drawn up and ratified by the Governing Body	Signed: 
This policy is due to be reviewed by the Governing Body	December 2021	This Policy was reviewed by the Governing Body and ratified	Signed: 
This policy is due to be reviewed by the Governing Body	November 2023	This Policy was reviewed by the Governing Body and ratified	Signed: 
This policy is due to be reviewed by the Governing Body	November 2024	This Policy was reviewed by the Governing Body and ratified	Signed: 
This policy is due to be reviewed by the Governing Body	November 2025	This Policy was reviewed by the Governing Body and ratified	Signed:

Policy on Charging for School Activities

Purpose of Policy

The purpose of this Policy is to set out what charges can and cannot be made for activities in St Joseph's Primary School.

Sections 449 to 462 of The Education Act 1996 set out the law regarding what charges can and cannot be made for activities in schools maintained by local authorities in Wales. The Act also provides what activities Governing Bodies may or may not charge for when taking place during or outside school hours (including residential activities). In addition, the Act requires that every Governing Body and Local Authority in Wales should have Charging and Remissions Policies in place and review them.

It is the responsibility of the Governing Body to formulate and keep under review a Policy on charges. No charges can be made unless a Policy is in place. Governors have discretion over what charges they make for pupils' activities. The Governing Body must also formulate a Remissions Policy to set out the circumstances in which they would remit all or part of the charges. It is for individual Governing Bodies to determine their policy in relation to the Council's Policy.

The Governing Body at St Joseph's Catholic Primary School acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parent's ability or willingness to help meet that cost.

Charges to Pupils

The Governing Body at St Joseph's Catholic Primary School acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parent's ability or willingness to help meet that cost.

The Governing Body may ask for voluntary contributions either for school activities that are wholly or mainly in the school session time and incur a cost to the school that is over and above the normal day to day expenditure. However, if the activity cannot be funded without voluntary contributions the school must cancel the activity.

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

- Admission to the school
- Education provided during school hours (including the supply of any material, books, instruments or other equipment.) Where an activity is part of a syllabus of a prescribed examination or is required to fulfil statutory duties relating to the Curriculum for Wales or to religious education, then charges will not be made
- Education provided outside school hours if it is part of the Curriculum for Wales, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school
- Swimming - he school organises swimming lessons for children in Year 4. These take place in school time and are part of the Curriculum for Wales. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. However, as swimming forms an element of the PE Curriculum, it is envisaged that all pupils will take part in these lessons
- Tuition for pupils learning to play musical instruments - if the tuition is required as part of the Curriculum for Wales, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Education provided on any trip that takes place during school hours

- Education provided on any trip that takes place outside school hours if it is part of the Curriculum for Wales, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting pupils to other premises where the Governing Body or LEA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Charges for Examinations (mainly applicable to secondary schools)

No charge will be made for entry to a public examination except where the pupil without good reason fails to attend or meet the requirements of the examination (i.e. fails to submit coursework) where the Governing Body originally paid or agreed to the entry fee.

Finished Products

Where parents have expressed a wish in advance to have a finished product made at school (e.g. in craft, art or food and nutrition lessons), a charge will be made at cost price. Parents will be informed of this charge in advance

Music Tuition

Parents of pupils who wish to take the opportunity to be involved in music tuition, where that tuition does not form part of the Curriculum for Wales whether in or out of school hours. Parents will be informed of the cost and invoiced in advance of the tuition.

Residential Visits

For residential visits, it is agreed that a charge will be made for board and lodging whether or not the activity takes place in school hours. Such a charge will not exceed the actual cost of providing board and lodging for that pupil. There will also be a charge towards the cost of travel expenses.

The Governing Body is aware that residential visits may prove expensive and will assist parents as follows:-

- Giving as much notice as possible
- Having clear procedures to enable parents to pay by instalments
- Ensuring that, where there is a limited allocation of places that children will be selected in a fair and transparent way
- Due to their financial situation, some parents may qualify for a reduction in the cost of residential visits. If you feel you are in this situation, please contact the school

All conversations will be treated with the utmost integrity.

Concerts

Tickets are allocated for concerts to restrict numbers and a charge is made. Proceeds go towards staging costs.

Cost of Activities

The school will charge the proportionate costs for an individual child of activities wholly or mainly outside schools hours ('optional extras') to meet the costs for:-

Travel

- Materials and Equipment
- Non-Teaching Staff Costs
- Entrance Fees
- Insurance Costs

Charges will not exceed the cost of the provision and parents must agree to their child receiving the 'optional extra'.

Breakages

The school will charge for breakages and replacements as a result of loss or damages caused wilfully or negligently by pupils.

Extra-curricular Activities and School Clubs

All extra-curricular activities organised by school staff are provided free of charge.

Occasionally, an external provider may provide activities with a charge for parents. These are organised in partnership with the school at a cost, which is only considered to be good value for money. Parents will be informed of this charge in advance.

Remissions

The Governing Body will not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The Governing Body will:-

- Remit all charges otherwise payable by parents of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for the 'benefits' that qualify them for free school lunch eligibility purposes
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy. Parents of pupils who are in receipt of the following support payments will, in addition to having free meals entitlement, be entitled to the remission of charges:
 - Income Support
 - Income-based Job Seeker's Allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit where the parent is not entitled to Working Tax Credit (i.e. children who are eligible to receive free school meals
 - Income Related Employment and Support Allowance
 - Guarantee element of the State Pension Credit

When arranging a chargeable activity, such parents will be invited in confidence for the remission of charges in full or in part. The Headteacher, in consultation with the Chairperson of the Governing Body will make authorisation for such remission.

Voluntary Contributions

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

- Educational Visits
- External providers e.g. theatre groups when there is a cost to the school; Healthy Snack

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

- The contribution is genuinely voluntary and a parent is under no obligation to pay
- The continuance of an activity will depend upon voluntary contributions
- Registered pupils at the school will not be treated differently according to whether or not their parents have made any 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 contribute to meeting a proportion or the full cost of the above mentioned activities

Charging for the use of School Premises

The school budget cannot be used to subsidise non-school activities, and community use of the school must at least cover the cost of letting the school to community groups. The charges set by the school cover the cost of opening the school, including the cost of caretaker time and utilities.

The charges to be levied from the hire of school premises are:

- Caretaker time: Minimum of 2 hours at basic pay at time and a half
- Utilities: £25 per hour

Sample Letter [1] – Voluntary Donation for Trip/Visit/Practical Activity

Dear Parents/Carers

[Child's name/year/subject]

The school is organising a **[/Visit/Practical Activity]** to **[place]** on **[date]**.

Activities such as this are beneficial because they give pupils learning experiences they may not otherwise have.

All contributions are voluntary and the proposed activity will not take place unless a substantial majority of parents contribute.

If the **[Visit/Practical Activity]** goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. Parents have a right to know how each trip is funded and the school provides this information on request.

We recommend a contribution of **[£]** in order to enable the visit to go ahead.

Your contribution will cover **[specify: meals (breakfast, packed lunch, and evening meal), insurance, transport and equipment costs]**.