



Be the best I can  
in the love of Christ

# Policy for Charging and Remissions

## At St. Mary's School we aim to:

- Create a caring Christian community in which everyone is valued and able to learn and grow together;
- Inspire all our children to develop enquiring minds and a lifelong love of learning;
- Release potential through a broad and creative curriculum;
- Sustain an environment in which independence, respect and resilience will flourish;
- Nurture strong relationships between home, school, church and the wider community;
- Empower the children to become responsible local, national and global citizens.

**"Be the best I can in the love of Christ"**

## **1. Introduction:**

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Resources Committee.

We recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

## **2. The aims of this Policy are to:**

1. Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
2. Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

## **3. Activities without charge:**

There will be no charge for the following activities:

1. Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
2. Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
3. Instrumental and music tuition, which is part of the National Curriculum or the KS2 Wider Opportunities.
4. Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

## **4. Chargeable activities:**

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

1. Educational or other activities provided wholly or mainly outside school hours, which are not:
  - (a) Part of the National Curriculum.
  - (b) Part of a syllabus for prescribed public examination, which the pupil is being prepared for at school.
  - (c) Part of religious education.

(Note: This could include before and after school clubs run by the school).

2. Board and lodgings on residential visits (subject to remission arrangements).
3. Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
4. Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
5. Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
6. Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.

## **5. Voluntary contributions:**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

1. Any children of parents who do not wish to contribute will not be treated any differently.
2. Where there are insufficient contributions to make the activity viable, the activity will be cancelled

## **6. Remissions Policy:**

There will be no charge for board and lodgings for pupils whose parents/guardians are receiving Pupil Premium Grant.

Charges for other 'chargeable activities' may also be fully or partially remitted.

Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

In order to remove financial barriers from disadvantaged pupils the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances.

## EXAMPLE LETTER ONE

Dear Parent,

During each school year pupils, as part of the curriculum, may make certain articles out of materials provided by the school. There are also occasions when specific books, equipment or instruments might be acquired for pupils.

At times, parents might wish to own such items, and it is possible for these to be purchased from the school at a price equivalent to the cost incurred by the school.

If you are interested in buying any items, please either detach and return the slip below indicating your wish to make a purchase or write to me at any time during the year. You will be told the cost of any item in a note which your son/daughter will bring home. Payment would become due immediately. Naturally, if you do not wish to own any particular article, your child will not be disadvantaged in any way as the school has a duty to provide all materials and equipment to ensure an effective delivery of the National Curriculum.

If any parent is interesting in owning materials or equipment, but feels unable to meet the cost at present, please do not hesitate to make an appointment with me to discuss how a resolution might be achieved.

## EXAMPLE LETTER 2

Dear Parent,

### **Example: Visit to Theatre**

It is intended to arrange a visit to xxxxxxxxxxxxxxxxxxxx on xxxxxxxx(date). for a performance of xxxxxxxx commencing at 5.00 p.m.. The journey will be by coach, leaving the school at 2.30 p.m. Return to school is expected to be about 10.30 p.m.

As the major part of the journey is outside of school hours and the activity is not directly related to the children's curriculum or an examination for which they are being entered, there will be a charge for the visit amounting to £xx per head. This includes the cost of the coach and of the theatre ticket.

Participation in the visit is voluntary. Those pupils choosing not to take part will follow a normal timetable until the end of the school day at 3.30 p.m when transport home will be as normal.

If any pupil/student wishes to take part in the trip, but current circumstances make it difficult to meet the charge, please do not hesitate to contact me in confidence to discuss whether it is possible to reach some mutual arrangement.

Yours sincerely,

Headteacher

### EXAMPLE LETTER 3

Dear Parent

#### Residential Visit

We are proposing to arrange a residential trip to xxxxxxxx next year/summer/autumn for Class/Year X pupils. The dates planned are xx xxxx to xx xxxx 20xx inclusive, and the children/students will stay at xxxxxxxxxxxx (*name of hotel/establishment*). The purpose of the trip is to enhance the curriculum for the children/students and they will benefit (*give brief details of educational opportunities and benefits*).

The total cost per pupil for the trip will be £xxx, which includes an element for board and lodging, which is chargeable to parents.

The cost of board and lodging will be £xx per child/student, which includes breakfast, packed lunch and dinner. Payment of a £xx deposit is required by (*date*), with the balance being paid by (*final date*) either in a lump sum or by installments as agreed with the leader of the trip.

If a family is in receipt of specific benefits, the school is obliged by law to waive the charges. A list of the benefits applicable are set out in the School Prospectus and in the school's charging policy, which are available from the school office. If you wish to speak to me in confidence about the entitlement to waive charges, please do not hesitate to contact me to arrange an appointment.

All other costs, including transport, will be £xx, and parents are being asked to make a voluntary contribution of all or part of this amount. Parents are not obliged to make a contribution, but it is probable that, if insufficient monies are received, the trip will have to be cancelled. If there are exceptional cases of hardship, the school will try to support costs through its own budget, but this would reduce what we are able to spend in terms of materials and equipment for the children.

Further details of the trip will be sent at a later date.

Yours sincerely,

Headteacher