



## OUR LADY OF FATIMA CATHOLIC PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the LA policy and the DfE guidance.

### **Definition**

The school day is defined as:

KS1: 8.55 – 11.55 a.m. and 1.05 - 3.30 p.m

KS2: 8.55 – 12.30 pm and 1.30 -3.30 p.m.

The midday break does not form part of the school day.

### **Responsibilities**

The Principal will ensure that staff are familiar with and correctly apply the policy. The Academy Committee will review the policy bi-annually.

### **Policy Statement**

During the school day, activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This currently includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or small groups of pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or Religious Education we will make a charge. (*See below*) Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities. From time to time we may invite a non-school based organisation such as a *theatre or sports group* to arrange an activity during the school day. This may incur a cost. Pupils who are entitled to free school meals (irrespective of whether they take them) will not be charged for school educational visits including residential visits.

### **School Fund**

Parents are asked to make a voluntary contribution of £5 per term per family to school fund. This money is used to provide additional facilities or opportunities for children throughout the school during the course of the year

## **Home Reading**

Children are expected to read every evening at home. This involves taking books home on a regular basis. To protect the books parents are asked to buy a school bookbag. The book bag then becomes the property of the family to be used for the care of reading books.

## **PE Bags**

Parents are requested to buy a school pump bag for their child's PE kit to be kept clean and safe.

## **Optional activities outside of the school day**

We will charge for optional, extra activities provided outside of the school day, for example football club, theatre visit. Such activities are not part of the National Curriculum or Religious Education.

## **School Excursions/Residentials**

Charges will be made for board and lodging, transport and insurance.

Charges levied on school trips may cover the cost of:

- Travel
- Entrance Fees
- Board and Lodging (if residential)
- Insurance

## **Calculating charges**

When 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 levy on those who can pay to support those who cannot or will not.

Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

In the event that the school makes a trading surplus on an activity, monies will either be refunded or put toward the next event.

## **Music Tuition**

In extreme cases of hardship the Academy Committee will consider in their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

## **Damaged or lost items**

The school may charge parents for the cost of replacing items broken, damaged or lost items.

## **Snacks**

The price of snacks and drinks is calculated by Citiserve. Milk is free for under 5's.

## **Before and After School Care**

Breakfast: 7.45 -8.55 a.m.

After school: 3.30-5.45 p.m

Please refer to the Parent Handbook on the school's website for current prices.

## **Remissions**

We have set aside a very small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and where annual income does not exceed the published Inland Revenue threshold in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

To request assistance, parents should contact the Principal.

## **Monitoring and review**

This policy will be reviewed bi-annually. It was approved by the Academy Committee in October 2018.