



SS PETER & PAUL CATHOLIC SCHOOL

**'Learning Together, Achieving Together in Christ'**

# Charging and Remissions Policy

**Approved by:** Resources Committee **Date:** May 2019

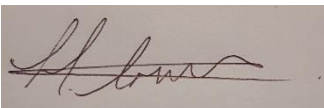
**Written :** September 2017

**Last reviewed on:** May 2019

**Next review due by:** May 2021

## Changes made:

- Page 1 Change to school logo
- Page 2 Date change from September 2017 to May 2019
- Page 3 Families qualifying for remission or help with charges (in line with DFE Charging for school activities May 2018)
- Removal of Charges for Lettings outside school hours Monday to Friday.



Helen Arnold  
Chair of Governors

**Charging and Remission Policy**

**May 2019**

At SS Peter and Paul Catholic Primary school we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards the children's 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. ***The policy also needs to be understood within the school's own financial constraints and flexibility.***

**Voluntary Contributions**

We ask for voluntary contributions for the benefit of the school and activities. Most activities cannot be funded without these contributions, so although there is no obligation to make a contribution, educational experiences and opportunities will not take place without sufficient contributions – and may have to be cancelled. If parents are unwilling to or unable to pay, the child will still have an equal chance to go on a visit if places are allocated through selection.

The Headteacher, staff and governors will ensure that the following principles are applied:

**1. No charges will be made for**

- a) education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- b) education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- c) instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

**2. Activities for which charges may be made**

- a) *Activities outside school hours*  
Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- b) *Residential activities*  
Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents/carers are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs.  
Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents/carers will be notified of the policy for allocating places.
- c) *Music tuition Music tuition for individuals or groups of up to four pupils.*  
Parents can seek support through scholarships and grants offered through the Merton Music Foundation

### **3. Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits, where charges can be made, will be offered at no charge or at a reduced rate. Parents have the right to claim free board and lodging, for their child, if they are in receipt of the following

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) income-related Employment and Support Allowance
- d) Support under part VI of the Immigration and Asylum Act 1999
- e) the guaranteed element of Pension Credit
- f) Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- g) Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- h) Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- i) Pupil Premium entitlement

### **Breakages & Fines**

Parents will be asked to pay for the cost of replacing items broken, defaced, damaged or lost where this is the result of their child's behaviour.

### **Charges for late / non collection of children (please refer to the Collection of children from school policy)**

Under Section 457 of the Education Act 1996 and relevant Regulations the school Governing Body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after school activity. The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that, except in emergency situations, where children are not collected from school within 15 minutes after the school day or after school activity ending, a charge will be made to the child's parents or carers. The school accepts that a variety of emergency situations can arise due to unforeseen circumstances and will ensure that the charge is not imposed on the parent where there is a genuine unforeseen emergency. Notification must be given to the school as soon as the situation arises or when collecting the child.

### **Arrangements for monitoring and evaluation**

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

Date for review May 2021