

# St Joseph's Catholic Primary School



## **Charging Policy**

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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 MAT's Financial Regulations and the DfES guidance.

### **Definition**

The school day is defined as: 9 a.m. – 3.30 p.m. The midday break does not form part of the school day.

### **Responsibilities**

The head teacher will ensure that staff correctly apply the policy.

### **Charging for trips and excursions that take place within the School Day**

All activities that take place during, or mostly during the school day, and that are a necessary part of both the Religious and National Curriculum, will be provided free of charge. This includes materials and equipment.

Voluntary contributions will be sought for activities that take place during, or mostly during the school day, either on-site or off-site, which entail additional costs such as entrance or travel costs, or the cost of specialised instructors or artists. For children for whom we receive a Pupil Premium (currently eligible for free school meals), a discount of 50% will be offered.

Pupils will not be prevented from participating because their parents or carers do not make a contribution. If, however, it has not been possible to raise sufficient funds for the trip, it may be necessary to cancel the planned activity. In this event, all received payments will be returned to parents and carers.

### **Music Instruction**

Additional charges will be made by peripatetic music teachers for specific instrument instruction for an individual or small group of pupils, where the music instruction is not part of the National Curriculum. The school is not responsible for collecting these payments.

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

We may charge for optional, extra activities provided both during and outside the school day, for example Theatre visits, outdoor pursuits and residential trips. Where charges are to be made, we will tell parents and carers well in advance, and an option to pay in instalments will be offered for any trip costing over £30. For children for whom we receive a Pupil Premium (currently eligible for free school meals), a discount of 50% will be offered.

### **Deposits**

To book a child onto a residential trip, a **non-refundable** deposit will usually be required to accompany the booking form and secure the place. In addition to this, where the school has made payment either in full or part for pupils, prior to a trip, we will not be able to bear the cost of refunding any payments (or part payments) made to parents or carers who cancel their

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child's place - unless the place has been able to be filled by another pupil. Parents and carers are advised to take out their own cancellation insurance if desired.

### **Calculating charges**

When charges are made for any activity, both during or outside of the school day, they will be based on the actual costs incurred, including the entrance fees, travel and accommodation costs for the staff and volunteers that are required to attend the trip (in line with the appropriate adult/child ratios as detailed in the risk assessment). This cost will then be divided by the total number of pupils that have been invited to participate. Parents and carers are not expected to subsidise pupils whose parents do not offer payment. If external funding has been received to support a particular activity, we will subsidise the charge to the extent permitted by the funding. Top up payments for Pupil Premium pupils will be made from the school's Pupil Premium allocation.

The principles of best value will always be applied when planning activities that incur costs to the school and charges to parents.

### **Charges will not be made**

Charges will not be made for the following:

- an admission application
- education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- education provided 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 the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) 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. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours, 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 the school's basic curriculum for religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip

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### Remissions

In order to remove financial barriers from disadvantaged pupils, the MAT 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 in particular circumstances. This remissions policy sets out the circumstances in which such charges will be waived.

Families will qualify for remission or help with charges if they are in receipt of:

- 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 the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £14,155
- Guaranteed State Pension
- An income related employment and support allowance, introduced on October 27th 2008

Additional categories of parents may claim help with some costs in the following circumstances:

- specific individual circumstances that have caused temporary hardship
- recently moved into hardship but not yet receiving the benefits mentioned above
- made a specific request to the Head Teacher for any other justifiable reason. The remission is at the Head Teacher's discretion in these circumstances based on any evidence provided

### Breakfast & After School Club Fees

It is a requirement of the club that parents/carers pay their fees promptly in accordance with the payment schedule. Payment is due for all booked sessions even if your child is unable to attend their booked session, unless it has been cancelled at least four hours in advance. E.g. If your child is unwell in the morning and the booking is cancelled no charge will be made.

Payment should be made via Parentpay. No refunds will be given for a cancelled booking – credit will be carried forward to the next month's invoice.