

# ST FRANCIS OF ASSISI CATHOLIC PRIMARY SCHOOL



## Charging and Remissions Policy

### Mission Statement

At St Francis of Assisi Catholic Primary, God is at the heart of our school  
We try, everyday, to follow Jesus' commandment 'Love one another as I  
have loved you'

We do this through love for our families, our friends, and our school

We respect our environment and recognise our responsibility for it

We encourage in each other a love of learning

We rejoice in each others' uniqueness

We place prayer and worship at the centre of everything we do

We are a community of love dedicated to God

Our school is somewhere We can grow together

# **CHARGING AND REMISSIONS POLICY**

## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

## **Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Headteacher reserves the right to make a charge in the following circumstances for activities organised by the school.

## **Activities outside school hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

## **Individual/Group Instrumental Tuition**

The cost for providing individual/group instrumental tuition the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.

## **Charging in Kind**

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

## **Voluntary Contributions**

The Headteacher may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

**Breakages**

In cases of willful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils, the Headteacher may decide to make a charge (See Behaviour Policy). Each incident will be dealt with on its own merit and at their discretion.

**General**

The Headteacher, from time to time amend the categories for which a charge may be made.  
The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

**Remissions Policy**

Where the parents of a pupil are in receipt of state benefits, which would entitle their child to receive free school meals the Headteacher will remit in full the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours).

In other circumstances, the Headteacher will invite parents to apply in confidence for the remission of charges in part or full.

The Headteacher will make authorisation of remission.

Review Date: June 2024

Next review: June 2025

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