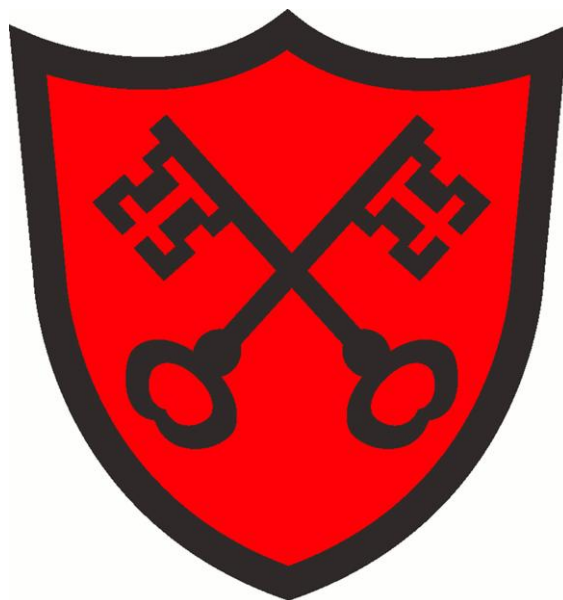


# **ST ALBAN'S CATHOLIC PRIMARY SCHOOL**



**Christ Be Our Light**

## **CHARGING AND REMISSIONS POLICY**

**This Policy was adopted by the Governing Body in Autumn 2014**

**This Policy will be reviewed in Autumn 2015**

## **CHARGING & REMISSIONS POLICY**

### **A. School Mission Statement**

“St Alban’s School exists to ensure that all children believe, achieve and succeed.”

### **B. Rationale**

Every child is entitled to a free school education.

### **C. Principles**

- Any activity that the school makes available to the pupils to extend or enhance the curriculum will be made available to all pupils, irrespective of ability to pay.
- Parents/Carers may be asked to make a voluntary contribution to any visit or activity that incurs a cost. Parents/Carers are encouraged to contact the Headteacher if they are experiencing difficulty. All requests will be treated in the strictest confidence.
- Should there be a shortfall in monies received a contribution from the PFA may be used to cover the costs.
- If insufficient funds are obtained, the school will decide whether or not to proceed with the activity.

### **D. Residential Visits**

Under the provisions of the Education Act 1996, the school will charge for the cost of board and lodging, but not for the cost of transport incurred through a residential visit.

Any parents/carers in receipt of Free School meals or Ever6 is entitled to claim a subsidised rate and should contact the Headteacher who will treat the matter with the strictest confidence.

### **E. Review and Monitoring**

This policy will be reviewed by the governing body during the Autumn Term 2015.

ISSUES	POLICY
Residential Courses in school time.	<p>Parents/Carers are required to meet the full cost of the residential visit, except children eligible for free school meals or Ever6, where the cost may be supported from the School budget (pupil premium), by prior agreement with the Headteacher.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Activities outside school hours not within the National Curriculum	<p>Parents/Carers are required to meet the full cost, except children eligible for free school meals or Ever6, where the cost may be supported from the School budget (pupil premium) account by prior agreement with the Headteacher.</p> <p>If the income for each activity does not meet the overall cost, such activities may have to be cancelled.</p>
Individual Instrumental Music Tuition	<p>Where the school provides and 'outside' tutor, parents/carers will be charged for the tuition. 'Outside' tuition fees are reduced and made affordable where parents receive a free school meals or Ever6.</p>
Ingredients/materials for practical subjects	<p>Parents/Carers maybe asked to provide materials for practical subjects, but no child will be disadvantaged because of parents'/carers' inability/reluctance to pay. Where necessary, school will pay the cost of this.</p>
Lost school equipment, books etc	<p>Parents/Carers may be requested to replace school equipment, books, etc which have been lost by their child.</p>
Breakages and damages to school buildings, furniture or property	<p>Wilful damage to school buildings or property by a pupil may be charged to parents/carers by the school.</p>
School run After School Clubs	<p>There will be a minimum charge to cover some after school clubs eg Choir and Orchestra.</p>
Independent After School Clubs	<p>The cost of these clubs is determined by the organiser. The School may be able to support children who received free school meals or Ever6 or by prior agreement with the Headteacher.</p>

Signed by Chair of Finance and Premises Committee:

On behalf of the Governing Body of St Alban's Catholic Primary School

Date: Autumn 2014

