

# ST. JOHN'S CATHOLIC SCHOOL CHARGES AND REMISSIONS POLICY

## Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

## Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

## Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost of the activity. However, should it be that parents do not contribute, then enhanced activities could be cancelled if the school's budget cannot cover the costs.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- School Trips
- Enrichment activities e.g. external drama group

**Breakfast Club and After School Club :** The School will charge parents for these services, out of school hours, and the scale of charges will be reported to the Governing Body on an annual basis.

**Nursery:** Where there are spaces in the Nursery full-time places will be considered. There will be a charge for parents for full-time nursery places; these will be allocated with consideration firstly going to the child's ability and maturity to be able to maintain a full day. Another consideration is to support working parents. The scale of charges will be reported to the Governing Body on an annual basis. Where it has been deemed a need by professionals, full-time nursery places will be offered at a reduced cost.

**Remissions Policy:** If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Executive Head Teacher or Head of School may choose to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

**Extra Curricular Activities run by External Providers:** External providers will set and collect their own charges.

**Other charges:** The Executive Head teacher or Head of School, Budget group or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

**Breakages & Damages:** In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Executive Head teacher or Head of School may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

**Exceptions:** The Executive Head teacher or Head of School, Budget group or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

**Scale of Charges:** These will be reported to the Governing Body on an annual basis. **November 2015**