

St Clement's Catholic primary 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.

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.

Examples where parents may be asked for voluntary contribution include:

- Transport to swimming
- School trips and journeys
- Enrichment activities e.g. external drama group

Ancillary Services

The school may offer additional non educational services and the scale of charges will be approved by the Governing body on an annual basis. If the service is a one-off, the Head Teacher or Finance committee may approve the charge.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved annually by the Finance Committee.

External Curricular Activities run by External Providers

When the letting is for an After School Club the provider will either:

- be charged a letting fee as above

or

- not be charged a letting fee and will pass this discount on through reduced charges.

External providers will set and collect their own charges for the club itself.

Remissions

If the parent/carer of a pupil is in receipt of Free School Meals/Pupil Premium and Headteacher, School business Manager or Governing Body may choose not to levy some/all of the charges in respect of a particular activity, if it feels it is reasonable in the circumstances. 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.

Other charges

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges or 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 Headteacher or School business Manager in consultation with the chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Exceptions

The Headteacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feel it is reasonable in the circumstances.

Scale of Charges

These will be approved by the Governing Body on an annual basis.