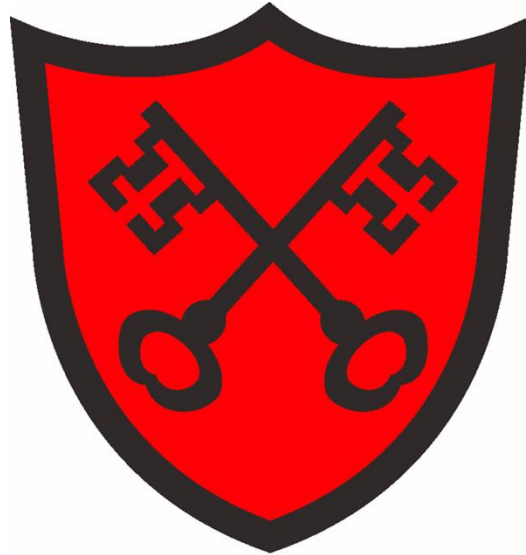


ST ALBAN'S CATHOLIC PRIMARY SCHOOL



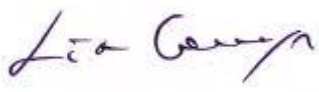

Christ Be Our Light

"Believe, Achieve and Succeed"

CHARGING & REMISSIONS POLICY

Autumn 2023



	
<i>Lia Campos, Chair of Governors</i>	<i>Joseph McCrossan, Headteacher</i>
16/10 2023	16/10 2023
Reviewing date: Autumn 2024	

CHARGING & REMISSIONS POLICY

A. School Mission Statement

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

B. Rationale

At St Alban’s we do our best to ensure a good range of visits and activities is offered in the school day and out of usual teaching time. This policy outlines when and where charges or voluntary contributions will be asked for in relation to activities organised by the school and how the school seeks to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

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.
- All children have the right to receive free school education - activities which are offered wholly or mainly during teaching time will not be charged, though voluntary contributions may be asked for.
- No pupil will be excluded from an activity if their parents cannot or will not make a voluntary contribution. However the school reserves the right to cancel an activity if insufficient voluntary contributions are received.
- The school will use its discretion in deciding whether to charge for optional activities provided wholly or mainly out of school hours.
- The school may decide to support an activity from general funds or specific fundraising events.

Where Charges Will Be Made

1) Individual and small group music lessons during/after school hours Music lessons which constitute part of the KS2 curriculum are delivered free of charge. However, where the school provides the opportunity for children to have individual or small group instrumental or vocal tuition this is in addition to the national curriculum requirements and therefore is chargeable.

2) Residential Visits The school may charge for board and lodgings, but can only ask for a voluntary contribution to all other costs associated with the trip including transport, activities, materials and staff time. Children will not be charged for board and lodgings if their parents can demonstrate that they are in receipt of one of the following:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- The minimum Universal Tax Credit rate for 2023/24

However, parents may still be asked if they wish or able to make a voluntary contribution..

3) Optional activities outside school hours: after-school clubs The school provides a range of after-school clubs which run on a weekly basis during term time. Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club. Occasionally clubs are run on a voluntary basis by members of staff, in which case no charge is made for the club, although a charge may be made for materials used.

The governing body reserves the right to charge for after school clubs run by members of the school staff should the need arise, but any such change would be communicated in advance.

4) Optional activities outside school hours: holiday clubs Unless otherwise stated, these are run by third party organisations which set and collect their own fees for each club.

5) Optional activities outside school hours: ad-hoc after-school activities Occasionally the school will arrange for children to participate in or attend events after school (e.g. sports competitions), which are in addition to the curriculum and are optional. Where possible the school will endeavour to provide these activities free of charge. However, if necessary the school may charge for participation. The charge will be calculated based on the anticipated total cost of the activity divided by the number of children expected to participate. The costs may include but not be limited to:

- entry fees
- transport to and from the venue
- cost of staff
- materials used

Voluntary Contributions

The school may ask for voluntary contributions for some activities, (for example educational visits, visitors to school for particular activities, residential visits). When they are requested there is no obligation to contribute. Pupils will be treated equally whether or not a contribution has been made. If the activity cannot be funded without voluntary contributions this will be made clear at the outset. Where insufficient voluntary contributions are collected, the particular activity may be cancelled.

Remission of Charges - Pupil Premium

Children registered for Pupil Premium will be able to receive the following fully or partially paid for by the school:

Residential trips;

Music tuition provided by Cambridgeshire Music peripatetic teachers (one instrument only; in event of exceptional demand, this will be on a first come, first served basis until the allocated budget runs out);

Access to optional extra-curricular activities (e.g after-school activity clubs, lunchtime activity clubs).

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>