



St Monica's Catholic Primary School Charging and Remissions Policy

Status	Statutory Policy
Policy reviewed	Autumn 2017
Date approved by the Resources Committee	3.10. 17
Date published on the school website	Autumn 2017
Term of next review	Autumn 2020
Signature of Chair of Resources Committee	

This policy should be read in conjunction with the School's Equality Policy

1. Policy

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, visits and residential experiences can make towards pupils academic, personal, social and spiritual education and development.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school.

2. Voluntary Contributions

When additional activities are planned during the school time parents may be invited to make a voluntary contribution towards the cost of the activity. There will be no obligation to contribute and children will not be excluded or treated differently if no contribution is made.

The school reserves the right to cancel the activity if the total voluntary contributions received does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity element of residential activities held largely in school time.

3. Charges

The Governing Body reserves the right to make a charge in the following circumstances, for activities organised by the school:

Activities in school Hours: Charges may be made for the board and lodging element of residential activities that take place during school hours. Parents in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Job Seekers Allowance
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16, 190 (Financial Year 2013/ 2014)
- The guarantee element of State Pension Credit
- An income related employment and support allowance introduced on 27th October 2008

Activities Outside of School Hours: A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside of school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events.

Clubs: External providers will make a charge for clubs, eg Premier Sports clubs, Irish dancing, street dancing. Clubs provided by volunteers and members of staff will not attract a charge, but where a cost is incurred a note will be sent home asking for a contribution to cover that specific cost eg sewing materials, a drama script. Where a book or instrument is a prerequisite for the club parents will be asked to provide, eg a recorder, a recorder book.

Music Tuition: Charges will be made to cover the cost of individual / small group instrumental tuition from peripatetic music teachers. This may include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instruments and case, and such items that need replacement on account of wear and tear or misuse.

Payments due will be invoiced and should be paid promptly and in full. Parents/ Guardians will also be expected to pay in full any examination fees of the Associated Board and transport to the examination centre, or to lessons elsewhere, at their own expense.

In Year 4 whole class music tuition is offered. The cost of this tuition is split between the school budget, the Friends of St. Monica's group and a voluntary contribution from parents. Over the last few years, this last has amounted to approximately £10 for weekly lessons for the whole year.

Materials: Charges will be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for food, textiles, Design and Technology, Art and Design.

School Meals: No child who is entitled to free school meals will ever be charged for a school meal. Other children who wish to take a school meal will be charged at the rate determined by the School Meals provider.

4. Remissions

In cases where financial hardship makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body invites parents/ guardians to apply in confidence for the remission of the charge in part or in full. Authorisation will be made by the Headteacher after consultation with a member of the Governors' Resources Committee. The amount to be subsidised will be agreed with the parents/ guardian. The Headteacher should attempt to ensure that a fair distribution of the budget hardship allocation is achieved by asking parents whether the following arrangements would enable their child to take part in the activity:

- Payment over a longer time scale
- Part payment
- Complete remission of the charge

The appendices to this policy – guidelines and application to the hardship fund - should be used to support parents in cases of financial hardship.



Guidelines for Applications to the Hardship Fund

- The hardship fund is there to support students whose family circumstances mean that they would not otherwise be able to participate in educational trips and other school events.
- If you are eligible, we always advise application for Free School Meals, more details of this and eligibility criteria can be found on the school website. *You do not need to be in receipt of Free School Meals to qualify for a hardship grant.*
- Because there are only limited funds, we have to make sure that grants reach those most in need of support. We ask for completion of a form to ensure that funding decisions are fair, transparent and accountable.
- **What “evidence” do I need to show?**
We don't formally ask for evidence for this application, we ask you to complete the attached form with a brief indication of your family circumstances and requirements. All forms, correspondence and communication is dealt with in the strictest confidence by the Head Teacher and a nominated member of the Governors Finance Committee.

Application for a Grant from the Hardship Fund



Name of child/ren:

Year Groups

Event / Trip / Activity the Grant is Required to pay for:

Reason for needing to apply to the fund: (eg low income / in receipt of income support)

Would payment of the full amount on a longer timescale enable your child to take part?

Are you able to pay any amount towards the cost? If so, how much?

Would you like to receive information about Free School Meals (this will not affect your application for a grant from the fund).

Signed:

Date:

Parent's contact details (mobile / email):

Thank you for applying to the fund. Your application will be treated in the strictest confidence. The Head Teacher will contact you with a decision within 5 working days.