



St Margaret Clitherow
Catholic Primary School

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Charges & Remissions of Charges Policy

Policy Revised	Spring 2017
Policy to be Reviewed	Spring 2019

Signatories	
Chair	
Headteacher	

“Success through application built on a foundation of faith and community”

For reference: ‘Parents’ includes all natural parents, any person who has parental responsibility for a child or care of a child. The latter means the person who the child lives with.

CHARGES AND REMISSIONS POLICY

St. Margaret Clitherow Catholic School exists to provide a broad and balanced education for all children.

In order to achieve the end our Governing Body has formulated a policy on charges and remissions, using the model policy provided by Bracknell Forest Borough Council (BFBC).

The Governing Body may ask for voluntary contributions for school activities that are either wholly or mainly in the school session times and which incur a cost to the school that is over and above the normal day to day expenditure.

The Governing Body may charge for activities outside school session time. All charges it requests for voluntary contributions must comply with the law.

Admission

No charge is to be made for admission into any BFBC school.

As a voluntary aided school, a charge of £45.00 per year, per family is levied as a voluntary contribution for the Diocesan Building Fund.

Education during School Hours

With very few exceptions a charge for education is unlikely to be legal. When an activity is part of the syllabus of a prescribed examination or is required to fulfill statutory duties relating to the National Curriculum or to religious education, then charges may not be made for tuition, materials or transport. This includes out of school activities and transport to swimming or other sports facilities.

No charge will be made for materials to be used in craft and cookery, although a charge may be levied if parents have been informed that the finished product will be sent home. Any charge levied will not exceed the cost of the materials. Alternatively the parent may be required to provide the materials in question.

The only area of school curricular provision for which a charge may be made is instrumental music tuition for individual pupils or pupils of up to four where tax tuition does not form part of the National Curriculum of a prescribed examination syllabus being followed by a pupil.

“School hours” are those in which the school is actually in session, not the break in the middle of the day.

A non-school organization, which arranges an activity to take place during school hours, may charge parents who want their child to join the activity. Parents wishing their child to participate in the activity must obtain the school’s permission for their absence from school.

Charges for out of school activities

An activity that takes place outside school hours cannot be charged for if it is an essential part of the syllabus of a prescribed examination or is required to fulfill

statutory duties relating to the National Curriculum or to religious education. Any other activity which takes place wholly or mainly outside school hours, before school, after school and residential, is defined as and “optional extra” activity and can be charged for.

Charges for “optional extras” outside of school hours should, where relevant, include:

- Staff costs- including management, support (including site, ICT and other) and supervisor and teacher costs. A separate contract should be given to staff involved in activities otherwise no charge is possible.
- The additional cost of support services such as power, water and insurance
- Materials, books and equipment
- Travel, board and lodging for pupils
- Entrance charges to facilities

With an “optional extra”:

- Parents can choose whether their children attend or not.
- No profit can be included from any charges made, it is to be based on the actual cost of the activity divided by the number of pupils taking part
- Charges on some cannot be used to subsidise others i.e. the cost will not include a share of the cost of any remissions. If further funds need to be raised, for examples, to help in hardship cases, this must be by voluntary contributions or general fund-raising.
- A charge cannot be made for alternative provision for any pupils not attending.

For day activities, if most of the time spent is during school hours then the activities count as taking place entirely within school hours and no charge may be made. If most of the trip is outside school hours then a charge is allowed. Only the element of travel that takes place during school hours may be counted as part of the activity.

For residential activities, a trip counts as falling within school time if the number of sessions missed by the pupils amounts to half or more of the number of half days taken up by the activity. Each school day is normally divided into two sessions and each 24 hour period is divided into two half days beginning at noon and midnight. The Governing Body will decide if a charge is to be made.

Damage to property

The governing body reserves the right to ask parents to contribute to the cost of repairs or replacing defaced, damaged or lost property where this is a result of a pupils inappropriate behavior.

Voluntary Contributions

Voluntary contributions in cash or kind may be made for activities taking place during or outside the school day. However no child is to be excluded because his/her parents/ carers did not contribute to funds. It is permissible to warn parents in advance that unless a majority is willing to make a contribution, the activity will not take place.

Remissions

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parents(S) are unable to pay. The Governing Body will:

- Remit all charges otherwise available by parents of a pupil in respect of board and lodging provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents meet the criteria for “benefits” that qualify them for free school lunch eligibility purposes.
- Give consideration to remitting all or part of any charges payable by a parent of a pupil in all other instances pursuant to its charging policy.