

ST MONICA'S CATHOLIC PRIMARY SCHOOL

Charging and Remissions Policy



‘Strive to succeed in the presence of God’

Together – as a Catholic community
Everyone - children, staff, parents, carers and parish
Achieves – in their unique way and tries to be
More – like Jesus

Date of Issue	October 2023
Review date	annually

ST MONICA'S CATHOLIC PRIMARY SCHOOL **CHARGING & REMISSIONS POLICY**

This Policy informs staff and parents about charging for School activities. It conforms to the requirements of the guidance detailed in "The Governors' Handbook".

In accordance with these guidelines St Monica's Catholic Primary School:

- Will not charge for books, materials, equipment and transport provided during school hours by the Local Authority (LA) or by the school to carry pupils between the school and a curriculum activity e.g. swimming in Year 5.
- Will not charge for any activities as part of the statutory curriculum which take place in School time provided by school staff. Exceptions to this include; items made from raw materials provided by the school, which enhance the curriculum and are taken home e.g. cooking
- Will request that parents make a voluntary contribution for school-time activities
- Will have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- Will ensure that children of parents who do not contribute will not be treated differently from those who do make contributions. Parents who are unable to make voluntary contributions for any school activities due to financial reasons, may speak with the Headteacher to request assistance. Provision may be made from the Governors' Fund to support those parents who may be in receipt of one of the following benefits.
 - Income Support
 - Income-based Jobseeker's Allowance (IBJSA);
 - Support provided under Part 6 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 HM Revenue & Customs) does not exceed their set amount;
 - The guarantee element of State Pension Credit;
 - An income related employment and support allowance that was introduced on 27 October 2008.
 - Universal Credit in prescribed circumstances.

- Will charge for board and lodgings on residential courses e.g. the Year 6 Hilltop, Norfolk trip. Again, support for these costs may be made available through discussion with the Headteacher, for families in receipt of certain benefits, or with more than one child.
- Will, if deemed appropriate, permit organisations to charge parents when such an organisation is acting independently of the School or the LA, to arrange an activity to take place during or after school hours and parents want their children to join in the activity. Providers will be asked to charge the parents directly and not via the school office. Such activities may include: instrumental tuition for individual pupils or pupils in groups of up to four provided by Enfield Music Service (EMS); Number One Football coaching or any other sports clubs; drama with Centre Stage; French, Spanish, Cookery etc.
- Will charge for activities (optional extras), which happen outside School hours when these activities are not necessarily part of the National Curriculum. These activities may include costs incurred by staff-led after school clubs, in order to meet costs incurred by the clubs. For example: netball, forest school & gardening, knitting & sewing,
- Will ask parents to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.
- Will ask parents to pay for the photocopying, that costs in excess of £10, and other appropriate costs that arise following a request under the Freedom of Information Act, in line with the guidance given by the Information Commissioner's Office.
- May write-off any debts incurred, in accordance with the regulations detailed in the LA's Schools' Finance Manual.

This Policy was agreed October 2023