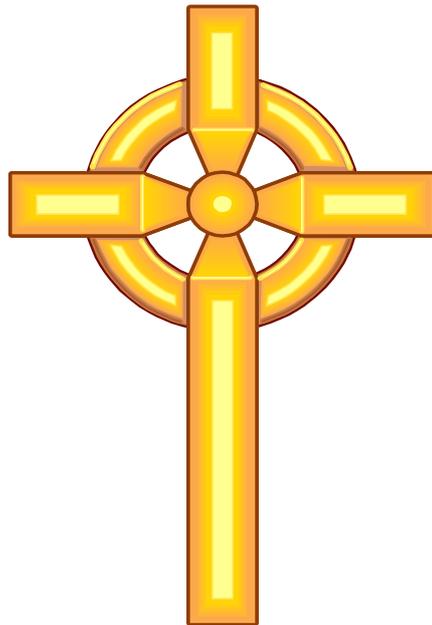


St Patrick's RC Primary School



Charging and Remissions Policy Charging and Remissions Policy

**The School Governors
Head Teacher**

1.0 RATIONALE

- 1.1 It is a requirement that the governors have a policy for charges to parents for various activities and also, in certain cases, remissions.
- 1.2 The level of financing of schools has not significantly changed. However, schools now have to list for parents the areas in which charges are made. These are listed below.
- 1.3 One point which does need to be emphasised is that whilst educational visits and various trips can be very useful, the overall cost to the school can be expensive. In view of this, schools may request parents to make an appropriate `voluntary contribution` for their child, if and when their child is involved on such a visit, so that the activity can go ahead. It is appreciated that if the school cannot raise sufficient money by such means the activity may, regrettably, not be able to go ahead.

2.0 POLICY

- 2.1 The school does not make charges for transport, materials and equipment which are required for visits which take place predominantly within school hours.
- 2.2 The exception is work experience where a pupil travels to the place of work directly from his/her home.
- 2.3 The school may make a charge for board and lodging on residential trips, except where parents can show that they are in receipt of either income support or family credit in relation to the conditions outlined in note 3(a) below.
- 2.4 Where the LEA is able to provide the cost of individual tuition for playing a musical instrument a charge may be made by LEA unless that tuition is a recognised part of the syllabus for a prescribed public examination or is required by the National Curriculum. However, the LEA has indicated that all tuition will be on a group basis in future.
- 2.5 The school may make a charge where an activity which is an `optional extra` takes place wholly or mainly outside school hours and is not related to fulfil statutory duties relating to the National Curriculum or to RE.
- 2.6 Where a pupil is engaged in a subject like Technology or CDT, parents will be given advance notification of the proposed activities so that those parents who may wish to retain the finished product can do so in advance and the relevant charge may be made. Whilst such education is available freely to all pupils it is hoped that parents will recognise that a voluntary contribution or the provision of the

appropriate ingredients is, as it always has been, extremely important.

- 2.7 Where a pupil breaks a window or damages or loses books, materials, equipment and school fabric and fittings as a result of the pupil's behaviour, the school will ask the pupil's parents to meet the cost of the replacement.
- 2.8 Where a pupil has been entered for a public examination by the school and the pupil fails to complete the exam requirements, e.g. failure to complete coursework or to sit the final exam, without good reason in the school's view, the cost of the exam will be passed on to the parents. In this context good reason would include personal illness which has been verified by a doctor's note or, in the view of the school, major domestic difficulties.

A charge could be made if the school decided to allow a pupil to enter for a pupil exam in a subject he/she does not study at school.

3.0 REMISSIONS POLICY

- 3.1 If parents are in receipt of either income support or family credit, there will be a complete remission of board and lodging charges, where the activity takes place either predominantly in school hours or is required by a prescribed public exam syllabus, the National Curriculum or to fulfil certain statutory duties relating to RE.
- 3.2 Charges may be made to all parents, as appropriate, for other optional activities.

A Summary for Parents of the Charging and Remissions Policy

Activity	Policy
1. Individual instrumental tuition (not provided as part of the syllabus for a prescribed public examination or the National Curriculum)	A charge would be made by the LEA. However, all tuition is now done on a group basis
2. Transport between home and work experience	To be met by parents
3. Cost of ingredients and for materials where parents have indicated in advance a wish to own the finished product	To be met by parents
4. `Optional extras' provided wholly or mainly outside school hours. Includes such things as pupils' travel costs, pupils' board and lodging, materials, books, instruments and other equipment, any non-teaching staff and supervisory/instruction costs, entrance fees, insurance costs. I.e. basically as in the past	To be met by parents
5. Board and lodgings on residential visits which are predominantly in school hours or are required by a prescribed public examination or the National Curriculum	To be met by parents unless parents can show that they are in receipt of either income support or family credit
6. Checking by an examination board any public exam result at the request of parents	To be met by parents
7. Any cost involved in entering a pupil for a public exam for which he/she has not been entered by the school	To be met by parents
8. Cost of wasted public exam fees where a pupil fails without good reason, e.g. verified medical reason/major domestic difficulties to complete the exam requirement for any public exam, this would include coursework etc.	To be met by parents
9. Cost of breakages, damage and loss of books, materials, equipment and school fabrics and fittings resulting from pupil's behaviour	To be met by parents taking into account the age and condition of the item and the circumstances involved.

CHARGING FOR SCHOOL ACTIVITIES

TRANSPORT	INDIVIDUAL TUITION/MUSICAL INSTRUMENT	EDUCATION OUTSIDE SCHOOL HOURS	INGREDIENTS/MATERIALS FOR PRACTICAL SUBJECTS	PUBLIC EXAMS	BREAKAGES /DAMAGES CAUSED BY PUPILS
<p>Should be free when it is a necessary part of education provided during school hours</p>	<p>A charge may be made even during school hours.</p> <p>() group tuition means no charge</p> <p>EXCEPTION: Where this forms part of the syllabus for a prescribed public exam or is part of the National Curriculum, no charge may be made</p>	<p>No charge if part of prescribed public or National curriculum</p> <p>EXCEPTION: For other categories a charge may be made</p> <p>BUT Charge must not exceed cost of provision of such optional extras. Parents need to agree in advance to meet such charges</p> <p>NB: Where more than 50% of time spent these activities falls outside school hours, the <u>whole</u> activity will be deemed to take place outside school hours</p>	<p>e.g. Home economics/CDT – no charge may be made.</p> <p>Parents and pupils may contribute on a voluntary basis – if parents have indicated <u>in advance</u> that they wish to own the finished product a charge may be made.</p>	<p>If a pupil fails to take a public exam for which he/she has been entered, the school can try to recover the fee from the parent</p>	<p>Schools cannot charge for these – can request parental contribution but need to state such a policy clearly in the school prospectus</p> <p>NB REMISSIONS POLICY Charge CAN be made for board and lodging on residential trip except where family in receipt of Family Income Supplement</p>