



# St Edmund's and St Thomas' RC Primary Waterloo

## Charging and Remissions Policy

### Mission Statement

*Inspired by the teachings of Christ, Saint Edmund's and Saint Thomas' Catholic Primary School encourages and guides our pupils and all our school community to have a strong sense of service, love and compassion. In this way, they are encouraged to develop a vision for what they want to achieve with a zest for living life to the full.*

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### **Charging Policy**

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The governors endorse the guiding principles contained in the Act, in particular that no child should have his /her access to the curriculum limited by charges.

### **Charges**

Charges will not be made for any activities which form part of the National Curriculum requirements. No charges can be made for education during school hours. The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

### **Activities outside school hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits, a charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions) the cost will not exceed the actual cost of provision.

### **Individual/Group Instrumental Tuition**

The cost for providing individual/group instrumental tuition will be met by the school through the wider opportunities provision. No additional charge will be made for music tuition but can be made for examination fee

### **After school clubs provided by outside organisations**

The school offers a range of additional coaching before and after school. Where a qualified coach, who is not a member of the school staff, runs and organises these sessions there may be a charge for this activity.

### **Voluntary Contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. The contributions will not exceed the actual cost. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **General**

The Governing Body may, from time to time amend the categories for which a charge maybe made. The Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

### **Remissions Policy**

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals the Governing Body will meet the full the cost of board and lodging for any residential activity (classed as an optional extra taking place outside school hours). In other exceptional circumstances the Governing Body may invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher, in consultation with the Chair of Governors, will make authorisation of remission.

This policy will be reviewed by the governing body on an annual basis

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