

# FEDERATION OF ST ANNE'S AND ST MARTIN'S CATHOLIC PRIMARY SCHOOLS



*Live, Love. Learn as Children of God*



*Let the Children Come to Me*

## CHARGING AND REMISSIONS POLICY

**Approved by FGB 26th September 2017**  
**Next review date: 26<sup>th</sup> September 2021**

# CHARGING POLICY

## INTRODUCTION

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities. The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. A summary of this policy will be included in the School Prospectus and web-site.

## RESPONSIBILITIES

The Federation of St Anne's and St Martin's Governing Body is responsible for the policy and the Executive Head for implementation.

### What is not charged for?

The following items are not charged:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- Education provided outside school hours if it is part of the National Curriculum or part of religious education
- Education provided on any trip that takes place during school hours;

### For each of the following the school intends to make a charge:

- (a) board and lodging on residential visits
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils

### **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- (a) Income Support;
- (b) Income Based Jobseeker's Allowance;
- (c) Income-related Employment and Support Allowance
- (d) Support under part VI of the Immigration and Asylum Act 1999;
- (e) The Guaranteed element of State Pension Credit
- (f) Child Tax Credit, (provided you are not also entitled to Working Tax Credit) and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs
- (g) Children who themselves receive Income Support or Income-based Jobseekers allowance.

### **Voluntary Contributions**

Parents may be invited to make a voluntary contribution for the following:

- School trips whether during or outside school hours, residential or non-residential
- Board and lodgings where the parent is in receipt of remission
- Swimming Lessons in KS2
- School Building Fund (As Voluntary Aided (VA) schools this helps us pay the 10% of capital building costs which are the responsibility of each school).

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents:

- (a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;  
and
- (b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- (c) If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then the activity may be cancelled.
- (d) The responsibility for determining the level of voluntary contribution is delegated to the Executive Head.