



English Martyrs Catholic Primary School
"where everyone is special"

P1: Charging & Remissions Policy

Mission Statement

With Christ at the heart of our Catholic community,
our mission is to:

- ✘ nurture the potential in each individual,
- ✘ celebrate achievement,
- ✘ and develop an awareness of service
to God and each other

Adopted by the school: 13.02.18

Review: As needed

Introduction

English Martyrs School aims to deliver a broad and balanced curriculum that is enriched through a wide variety of additional experiences. These take place both on and off the school site and all activities are chosen to support the children's learning and the school's ethos.

The Education Act 1996 clarifies the activities for which charges can be made or voluntary contributions sought and gives schools the discretion to charge for optional activities, provided wholly or mainly out of school hours and the right to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or after school hours.

Charges

The Governing Body reserves the right to make a charge in the following circumstances allowed by the Act:

- The provision of additional music tuition given to children as individuals or in groups, by County Music Service. (Class music lessons are provided by the school to all pupils without charge).
- Ingredients and materials for Cooking, Art, Craft, Design & Technology activities. Some materials will be charged for if children take the finished product home.
- Activities which take place outside school hours and which are not a statutory part of the National Curriculum e.g. sports coaching.
- Trips and activities during the school day (through a voluntary contribution).
- Residential activities which involve children in nights away from home will include charges for board, lodging and travel cost. Families in receipt of qualifying benefits may be supported with the cost of activities and travel. Further information must be sought from the Headteacher and it is done on a discretionary basis.
- All Children are treated as individuals. The school is not in a position to offer discounts if there are more than one child per family who wish to go.
- Swimming lessons in Year 4. Parents are asked to contribute to the cost of these. The school contributes towards part of the cost.
- Towards the cost of resources and materials to support the preparation of First Holy Communion, Sacrament of Reconciliation (Y3) and Confirmation (Y6).

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, however should we not receive sufficient contributions to make the trip viable, it might be cancelled. If a trip goes ahead, it will include children whose parents have not paid any contribution. If a parent wishes their

child to take part in a school trip (excluding Residentials) 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.

Breakages

In cases of wilful damage, breakage or loss of equipment (including reading books) the Headteacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Head's discretion.

Classroom Music Tuition

All children study as a whole class and these lessons are part of the school curriculum for which there is no charge.

Additional In-School Charges

Income from Sales

Some goods are purchased through the school for the convenience of parents. The school might make a small profit from these to cover administration costs. Some goods will be sold through the school with the intention of making a small profit and this often takes the form of commission. Goods might include; book fete sales and school photographs.

Income from Donations

Occasionally, the school will seek voluntary donations from events such as non-uniform days, sponsorship etc. The purpose for which the donation will be used is explained clearly to parents and visitors.

Income from Lettings

In exceptional circumstances the Governors will set charges for the use of school premises. These costs are laid down in the School Letting Policy and include caretaking, insurance and energy costs. The school does not charge the PTFA for the use of the school for fund-raising activities. The school does not charge for fee paying clubs who use the school facilities immediately at the end of the school day, therefore minimising the fees parents are charged.

Income from Publicity Materials

Anyone wishing to publicise services through the school via mailshot will be subject to a standard £10 leaflet charge.

Income from Passports

There is no obligation on the school to sign passports; it is completely up to the individual member of staff whether they wish to do so. For a member of staff to be a countersignature for a child, they must have known the adult of the child who is applying on their behalf, for two years or more. A charge of £5.00 per application is to be paid into the school funds (via the office). The total charge will not exceed £10.00. For children entitled to Free School Meals (due to benefits) no charge will be made).

The Headteacher and Governing Body will ensure that:

- Careful consideration is given to making up any shortfall in voluntary contributions from parents from the school's delegated budget.
- If a charge is made for each child, it will not exceed the actual cost.
- In the case of day visits and activities, no child will be excluded because the school has not received a voluntary contribution towards the cost involved.
- Whenever possible, parents are given sufficient notice of forthcoming trips and activities.