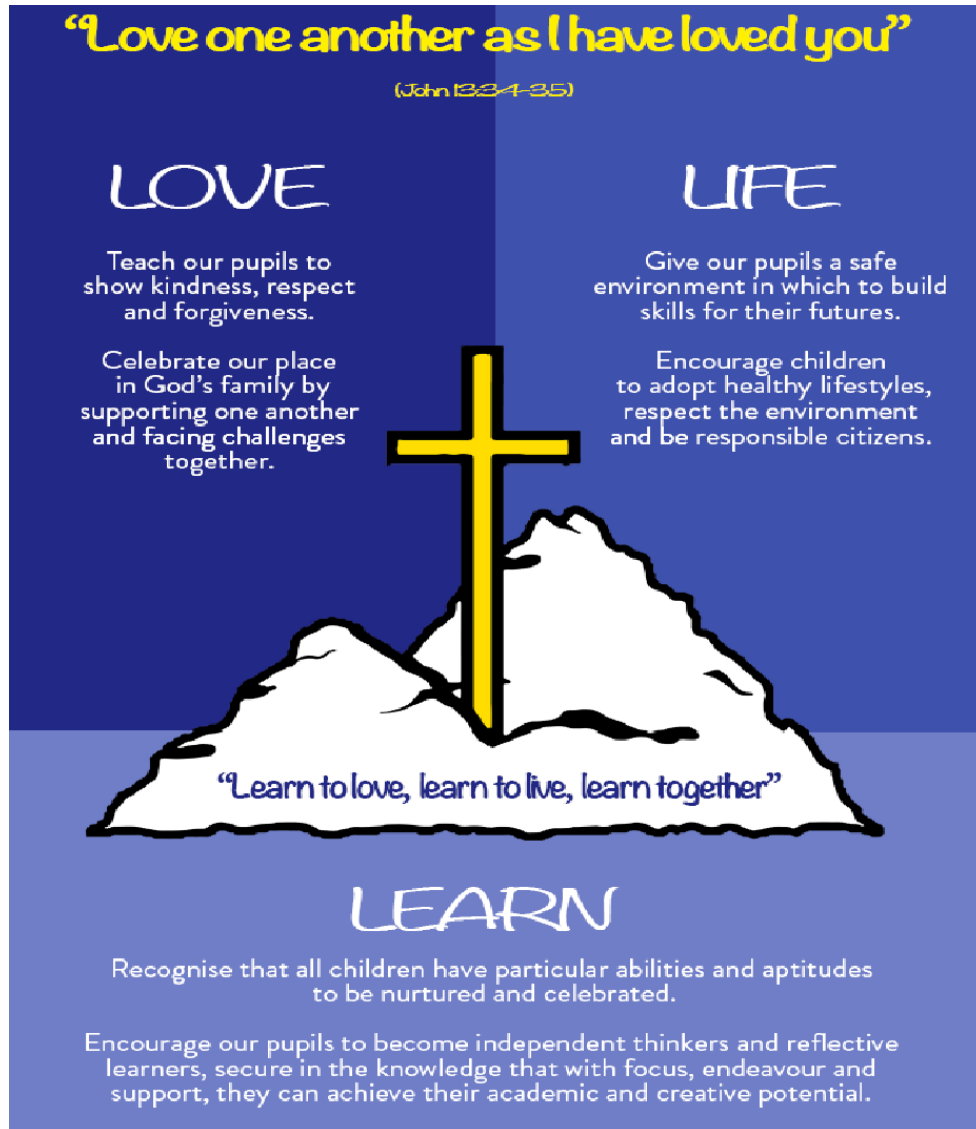


Ladymount Catholic Primary School



Charges and Remissions Policy

Date	Comments	Changes	Governor Committee
Summer 2020			Resources
February 2023			Resources

LADYMOUNT CATHOLIC PRIMARY SCHOOL

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to ensure a broad range of activities, visits and learning experiences are offered to the children whilst, at the same time, try to minimise the financial barriers that may prevent some children taking full advantage of the range of opportunities available to them at school. This policy, therefore, aims 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.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.
- Additional costs associated with children with SEN enhanced provisions

Publication of Information

A summary of this policy is sent in a letter to parents of all pupils in school at the start of each academic year.

Charges

Dinners/Milk

- a) Dinner costs for qualifying pupils = £2.30
- b) Dinner money costs for staff/visitors = £2.80
- c) Milk = is free to under 5 yr old pupils and older pupils pay 22p direct through the school's supplier Cool Milk. No monies are collected in school.
- d) Toast = £1.25 per week (payable half termly)

Other Charges

- a) Board and lodging on residential visits (not to exceed the costs)
- b) The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') 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) Re-sits for public examinations where no further preparation has been provided by the school
- e) Costs of non-prescribed examinations where no further preparation has been provided by the school
- f) Any other education, transport or examination fee unless charges are specifically prohibited
- g) Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- h) Extra-curricular activities and school clubs.
- i) Wrap around care.

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) State Pensions Credit (Guarantee Credit)
- e) Child Tax Credit, with total annual income of less than £16,190 and **NOT RECEIVING WORKING TAX CREDIT**
- f) Support under part VI of the Immigration and Asylum Act 1999;
- g) Universal Credit

In respect of (e) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

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

- a) School trips e.g. Caerdeon

- b) Professional services of specialists e.g. Young Shakespeare Company
- c) School trips to for example museums etc that would not be possible without sufficient contribution
- d) After school activities

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;
- 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.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Voluntary contributions will be used for:

- Transport and overnight stays
- Entrance to venues
- Professional fees of specialist tutors
- Professional fees of coaches

