

St. Charles Catholic Primary School

Charging Policy & Procedure

The School Mission Statement



"Love God Love Your Neighbour"

St Charles Catholic Primary School exists to serve the Roman Catholic communities of St Pius X and its neighbouring parishes. We are here to educate the children in a community which has the Gospel values, traditions and beliefs of the Catholic Faith at the centre of its ethos.



CATHOLIC PRIMARY SCHOOL

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Charging Policy

We believe that all our pupils should have an equal opportunity to benefit from School activities and visits, independent of their parent / carer's financial means. This charging policy endorses the principles of and maintains the right to free education for all children whilst requesting voluntary contributions to broaden children's educational experience. It describes how we will do our best to ensure that a good range of visits and activities are offered and at the same time try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities. No pupil should feel concerned or be excluded from a school activity, (whether in school hours or not) on the basis of their parent / carer's ability of pay. The identity of a pupil or parent / carer who is unable to make a requested payment will not be disclosed publically.

The Head, staff and Governors will ensure that the following apply:

1. No charges will be made for:

- Education provided during School hours, (including the supply of any materials, books and 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 the School's basic curriculum for religious education.
- Tuition for pupils learning to play musical instruments, (or singing) 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the School.
- Education provided on any trip that takes place during School hours. If 50% or more of the time spent on the activity occurs during school hours it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs 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 the School's basic curriculum for religious education.

- Supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential trip.
2. School dinners: School lunches are charged on a daily basis at a rate decided by the Governors and in-line with Local Authority primary school lunch charges. Remission of charge is based on qualification for Free School Meals or Universal / Infant Free School Meals for pupils in Reception, Year 1 and Year 2. Refunds will be given during days / periods of absence on the basis that the school is notified by 10a.m. on the first / day of absence.
3. Activities for which charges may be made but will not exceed the actual cost of provision per pupil for the activity, trip, etc.
- Day trips and special activities in school – voluntary contributions (of a specified value) are requested to cover the cost of the activity or outing. A voluntary contribution does not oblige a parent / carer to make the requested contribution and they should not be unduly pressured to do so.
 - Extended Nursery provision:
Hours in excess of the 15 hours per week Government childcare will be charged at the declared rate. This applies to parents who are not entitled to the “30 hours of childcare” offer. Eligibility rules for the 30 hours free childcare are circulated with the Nursery offer letter and are included below.*
Full time funding options in Nursery are as follows:
 - If parents are entitled to the “30 hours of childcare” offer, they should provide the school with their voucher code.
 - However, for parents who are not entitled to the “30 hours of childcare” offer, but are entitled to 15 free hours per week, they are expected to pay fees for 15 additional hours. All children aged 3 and 4 years old are expected to be full time. The charge is £50 per week. This cost can be paid fortnightly in advance.
- *Nursery provision will be subsidised by the Government and parents / carers must select the full-time funding option appropriate to their circumstances at the time of application, which will be reassessed at the time of entry to the Nursery and at termly intervals. The two options being (1) parents working over 16 hours with an income up to £100,000 can access 30 hours funded childcare or (2) entitled to 15 hours of funded childcare and paying a ‘top up’ fee for a full-time place, which is currently £50 per week.
- Non-residential activities outside school hours, (other than those listed in (1) above), i.e. extended school clubs, (before and after the normal school day) will be charged on a termly basis at the rate detailed at the time of signing up. No refund will be given for days / periods of absence.
 - Residential activities – costs for board, lodging, travel and optional extras of residential trips deemed to take place during either school and or non-school time. However, pupils whose parents are in receipt of free school meals, will be offered a reduced charge for the activity.
 - When any trip is arranged parents / guardians will be notified of the policy for allocating places.

- Non-curriculum music tuition – music tuition & loan of an instrument for individual or small group instrument lessons will be charged to the parent / carer but inability to pay will not prohibit a child from taking lessons. A subsidised rate will be made available to those parents / carers who are unable to meet the full cost and are in receipt of FSM.
4. The school may charge the parent / carer for some or all of the cost of repair or replacement for breakages, wilful damage to property, (including iPads and windows,) lost library books, etc. by a pupil, parent or carer.
5. Families qualifying for remission of help with charges:
- In order to remove financial barriers from disadvantaged pupils, the Governors have agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. Criterion for qualification for remission is the pupil's parent / carer being in receipt of free school meals. Consideration may also be given in the instance of twins.
6. Additional considerations: The Governors recognise their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:
- Where possible we shall publish a list of visits, (and their approximate cost) at the beginning of the School year, or as early as possible, so that parents can plan ahead.
 - We have established a system for parents to pay in instalments, where appropriate.
 - If an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
 - We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.
 - If an individual child e.g. a pupil with an EHCP, requires adult supervision / support to attend an outing after school club, etc. the cost may be covered by and at the discretion of the school.
7. Arrangements for monitoring and evaluation:
- Ensure that any costs requested from parents / carers are kept to a minimum and are non-profit making, unless specifically raising funds, in which case parents / carers must be informed. However, the school must not run at a loss and must cover all costs.
 - The Finance and General Purposes Committee of the Governing Body will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded, (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the School's extended services on those children most in need of additional support.