

nurture, guide



educate & develop

## ST HUGH OF LINCOLN R.C PRIMARY SCHOOL

### CHARGING AND REMISIONS POLICY

(REVIEWED September 2016)

*“St Hugh of Lincoln School exists to provide for the children of our Catholic community, an environment of faith and love in which the individual talents of each child are recognised and within which the children are encouraged to develop these talents to the full. The school aims to nurture, develop, guide and educate our children so that they are enriched and prepared to move forward with Christ on their journey of faith.”*

## **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

## **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school or Friends may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

## **Music Tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This charge is paid to school who are in turn invoiced by Trafford Music Service who provide peripatetic music teachers to teach individuals or small group lessons on the school site. The cost of lessons is set by Trafford Music Service.

We give parents information about additional music tuition at the start of each academic year. The annual whole class music tuition for Year 3 is funded by school.

## **Swimming**

The school organises swimming lessons for five classes each academic year. Lessons take place in school time and are part of the National Curriculum. The cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself are paid for by school.

## **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;

- visits to the theatre;
- school trips abroad;
- musical events

### **Activities not run by the School or LA**

When an organisation, acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

### **Residential Visits**

The school organises an annual residential visit for Year 6 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

The cost of this trip will be based on travel costs, entrance to sites, materials and charges for activities experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Where available, sponsorship will be provided for children of families on forms of income support or in special circumstances to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the headteacher. Parents will be given the option of a payment plan to spread the costs of the residential visit.

### **Charging in Kind**

The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school.

However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

### **Breakages & Fines**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour.

### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **Before and After School Club**

At St Hugh of Lincoln RC Primary School we charge for before and after school care. The morning session begins at 8am until school starts and the charge is £2 flat rate. After school the club runs from 3.15pm until 5.15pm and the charge is £1.25 per half hour slot, or part thereof. Mrs Amadzadeh is responsible for collecting monies, providing receipts and the registers. The money is stored in a locked safe and signed over to the office on a twice weekly basis after which it is banked.

### **Nursery**

Due to changes in legislation (April 2011) regarding the funding of nursery places by Trafford Council, it is the intention of governors to charge parents/carers for an additional 15 hours within the school day. This will be done under section 27 of the Education Act 2002, i.e. under the governing body's power to provide community facilities. The cost to parents will be set annually in the summer term and will be dependant on numbers within the nursery class. It is the intention of governors to cover costs, not make a profit, and these costs will change each year dependant on numbers. The charge will not include lunch, this will be paid separately. The school day will be organised in the same way, beginning at 9am and closing at 3.15pm.

Formal contracts will be made with parents/carers wishing to pay for extra hours and payments will need to be made on a monthly basis following monthly invoices. All days will have to be paid for, including those missed due to sickness or holidays but the governors and Headteacher reserve the right to assess individual cases, i.e. in the event of a long term illness. St Hugh of Lincoln RC Primary School will adhere to all national and local legislation and guidance around early year's provision for charged children. The school will accept payment through benefits allowing parents/carers to take up child care opportunities, i.e. childcare vouchers and tax credits.

The additional hours can only be accessed by children already receiving their free 15 hour entitlement and all admissions are bound by the school's admission and oversubscription criteria.

### **Review**

There will be an annual review of this policy by the nursery charging working group who will recommend any changes to the next full governing body.