



Charging & Remissions Policy

St John Vianney Catholic Primary School

Date: November 2023

Person Responsible for Policy (*Job Title*): Anne-Louise Friar (Headteacher)

Approved: 27th November 2023

To be reviewed on or before: 26th November 2024

Signed _____

Headteacher

Signed _____

Chair of Governors

Aim

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/carers.

The Governors of St John Vianney Catholic Primary School are committed to providing the best education for all and will endeavour within reason and as funding resources allow, to ensure that all activities offered wholly or mainly during the school day are available to all students, regardless of their respective parent's/carer's ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers and in the event of insufficient funding, to cancel an activity.

This policy has been formulated in accordance with the provisions of sections 449-462 of the Education Act 1996, which contains the legislation on charging for school activities in schools maintained by local authorities in England, and section 27 of the Education Act 2002, which enables governing bodies of maintained schools to provide community facilities and to charge for some of those services.

Responsibilities

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

Instances where charges cannot be made by the school

The Governing body of the school recognise that 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
- 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
- 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

Instances where charges may be made by the school

Trips, visits and activities

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - ☐ Travel
 - ☐ Materials and equipment
 - ☐ Non-teaching staff costs
 - ☐ Entrance fees
 - ☐ Insurance costs
- Extra curricular activities and school clubs
- Any extended school activity
- The school will seek voluntary contributions to cover the cost of school trips, certain materials and the services of visiting performers and experts.

Music tuition

- Vocal and musical tuition where this is an optional extra and not part of the curriculum

Property and equipment

- Breakages and replacements which are the result of damages caused wilfully or negligently by pupils. This includes the costs of replacing any books and or equipment provided by the school
- Damage/vandalism/loss to and of school property
- Books or materials where parents/carers wish the student to own the goods, (such as folders to carry art or technology work; calculators and so forth)

Remission

If you are the parent, foster parent, network family carer or guardian of children at school and you are on a low income, you could get Free School Meals and a School Clothing Allowance.

Your children are entitled to Free School Meals if you receive:

- Universal Credit (provided you have an annual net income of no more than £7,400)
- Income Support
- Income-based Jobseekers' Allowance
- Income-related Employment and Support Allowance

The above is correct at 02/11/2023

Further details can be obtained from St Helens MBC by phoning 01744 675217 or via their website www.sthelens.gov.uk

Individual Cases of Financial Difficulty

Requests for financial assistance should be made in writing to the Headteacher upon receipt of the letter outlining the details of the activity, or as soon as parents/carers are aware that an activity is to take place.

- The Headteacher may be able to agree flexible, extended payment terms
- In most cases, parents will be asked to pay a proportion of the cost which is usually 50%
- All cases will be treated individually and in confidence

St. John Vianney Catholic Primary School

Charges

A Breakfast Club is in operation at the school and charges are as follows:

Breakfast Club: £3.00 per child per session (7.45 – 8.45am)

This charge will be put out for consultation in January 2024

[illegible]