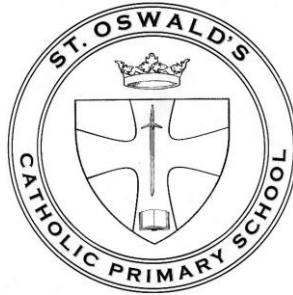


# ST OSWALD'S CATHOLIC PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY



## Mission Statement

*Together with Jesus,  
We will Learn and Grow in Faith.*

## OVERVIEW

The education we provide during school hours will be free but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school. Parents are free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions

This policy takes guidance from the DFE Policy – 'Charging for School Activities – May 2018' and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in "A Guide to the Law for School Governors" (Chapter 23) and reflects the terms of the Education Act 1996.

School is committed to ensuring our children receive the best education they can and as such will review levels of attendance for any residential. We have taken the National Standard of 95% as minimum to attend a residential. The children are of course, expected to be in school as normal if they don't attend the residential.

## OBJECTIVES

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

## STRATEGIES

- No charge will be made for school curriculum.
- Transport or admission costs for swimming lessons during school hours, will be met by the school.
- When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school may invite parents to contribute to the cost of some activities planned during school hours. The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive: visits to museums; sporting activities; outdoor adventure activities; visits to or by a theatre company; school trips; musical events; transport.
- Where parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or for school equipment or school funds, the contribution will be genuinely voluntary. Parents of Pupils who are unable to contribute will not be discriminated against.
- Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
- Subsidies from various sources e.g. School Fund, St Oswald's PTFA or voluntary organisations, will be considered to keep costs to a minimum.
- When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it may be cancelled.
- On residential trips the school will charge for the cost of board, lodging and travel at the actual cost of the provision.
- Children whose parents are in receipt of some specific support payments may, in addition to having a free school lunch entitlement, also be entitled to a Bursary
- Where music tuition or singing tuition is not an essential part of the national curriculum, charges may be made.
- The school offers a wide range of lunchtime and after school activities such as sports, art, craft, cookery etc. These are generally free to attend but parents may be asked for small contributions towards the cost of materials used in these clubs.
- A charge of £10 per family is levied on the school by Liverpool Archdiocese for the Schools Building Fund. As a school we have benefitted greatly from this fund in recent years. The levy is a voluntary contribution for parents but any shortfall must be met from the school budget as failure to pay the full amount to

the Archdiocese will mean that future requests for funds for necessary building works will be jeopardised.

- Charges will be made for services beyond the free entitlement for example Breakfast Club
- The cost of a school meal is determined by the lunch providers. School meals should be paid for on a Monday for that week. Monthly or half termly payment in advance are also acceptable. Any parent that falls into arrears for two weeks will be asked to provide their child with a packed lunch until the debt has been cleared.
- A charge may (and usually will) be made for any deliberate damage to the school premises, or any school books, materials or equipment. The charge will be for the current cost of replacement or repair. A charge will also be made for the loss by a pupil of any equipment lent to them by school i.e. books, computer equipment etc.
- When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will be sourced from other relevant areas e.g. school fund, PTA, SVP etc. Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.
- Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges.

## OUTCOMES

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the DFE & Archdiocese and that it will meet the requirements of the law.

**Revised and adopted by the Governors .....**

**Date.....27th September 2018.....**