

St Thomas More Catholic Primary School Charging and remissions policy

1 Introduction and legal framework

1.1 The principle underlying all educational visits at Saint Thomas More Catholic Primary School is that costs are covered and school is not making a profit. The school aims to fulfil the objectives of the charging provisions in the Education Reform Act 1988 which are:

- to maintain the right to free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents'/carers' ability or willingness to help meet the cost;
- to give Local Authorities(LAs) and schools discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school.

2 Voluntary contributions

2.1 When organising school visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the visit.

2.2 Requests for voluntary contributions will make it clear that:

- there will be no obligation to contribute;
- no child will be excluded from an activity or treated differently according to whether or not his/her parents have made any contribution in response to a request;
- the activity might not take place if voluntary contributions are not forthcoming
- a partial contribution is preferable to no contribution whatsoever.

2.3 Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each visit is funded. The school provides this information on request.

2.4 Members of staff may approach parents or send reminders via the children to ensure the maximum amount of contributions are collected.

2.5 Examples of when voluntary contributions may be asked for, to cover the cost:

- visiting performers (theatre, dance and music groups);

- school educational visits;
- cookery ingredients;
- musical instruments eg. recorder and book for recorder lessons;
- art and craft materials;
- sporting activities

3 Charged items

3.1 The following items will have to be paid for by parents:

3.1.1 Residential Educational Visits ~ The cost of board and lodging on residential visits will be charged to parents with remission for families on Income Support or Family Credit.

There may be a charge for additional travel expenses and any evening or extra-curricular activities whilst on the visit. The Y6 visit to Dol-y-moch is subsidised by the school by 40% before the charge goes to parents.

3.1.2 Clothing ~ Parents will be expected to provide suitable clothing for children for daily class work, for indoor and outdoor PE and protective clothing e.g. aprons for cooking, shirts for art and craft, wellies for Forest School.

3.1.3 Reparation ~ Charges covering repairs or replacement may be levied for breakage, damage or loss of property where this is the result of a pupil's behaviour e.g. windows, books and equipment, musical instruments on loan.

3.1.4 Peripatetic Music Lessons ~ The cost of lessons and the hire of school instruments will be charged to parents according to a scale of charges provided by the Performing Arts Service.

3.1.5 Swimming tuition is provided in years 3 and 4 and the costs are covered by the school. Transport costs are charged after best value costing has been agreed by school. Where possible we will use the school minibus to reduce the overall cost.

3.1.6 Passport Countersigning The cost of this service is charged at £10 per application.

3.1.7 Curriculum Materials In some cases a charge may be made to cover the cost of materials used e.g. bulbs and batteries when making lighthouses in Design & Technology, food for cooking.

3.1.8 School meals ~ Parents of KS2 children are asked to pay for school meals in advance of take up. The school meal price is reviewed annually. Children in Reception, Y1 and Y2 receive a meal that is paid for by government.

3.1.9 Additional extra curricular clubs –sport/art etc. The school offers a number of after school clubs from a variety of disciplines. There is a charge for some of these. The level of charge is set by the organisation providing the coaching.

3.1.10 Care club. For the Care Club charging policy please see separate policy.

4 Remissions

4.1 Where parents of a pupil would like their child to participate in an additional optional activity, for which a charge is being made or a voluntary contribution requested, and feel their financial circumstances are not sufficient to meet the cost of the activity, the Governing Body invites parents to discuss the matter in confidence, initially with the visit/activity organiser, and/or with the Headteacher, with a view to subsidising the cost.

4.2 Parents/carers in receipt of any of the following benefits will have their request considered:

- Income support;
- Income-based job-seekers allowance;
- Working tax credit;
- Support under part VI of the Immigration and Asylum Act 1999

5 Pupil premium funding

5.1 Pupil premium funding is allocated to the school for:

- Children who are eligible for free school meals;
- Children who have been eligible for free school meals during the last six years;
- Children whose parents serve in the armed forces;
- Children who have been looked after continually for more than six months;
- Children who have been adopted after / from looked after care;

5.2 The school assesses what additional provision should be made for individual pupils. Therefore, children who meet at least one of these criteria could receive assistance for some charged items, as deemed appropriate for the child e.g. music lessons.

6 PE and sport premium

6.1 PE and sport premium is allocated to pupils from nursery upwards to improve the quality of PE and sport activities. The funding may be used to:

- Run sports competitions or increase pupils' participation in school games;
- Run sports activities with other schools;
- Support and involve the least active children by running or extending school sports clubs, holiday clubs and Change4Life clubs;
- Provide continuing professional development (CPD)

7 Minibus travel

7.1 The school owns a 17 seater leased minibus for local travel – radius of 20 miles. Where possible, the minibus will be used to reduce transport costs eg. STM will provide one minibus and pay for an additional one to enable a full class of children to travel at the same time to their swimming class.

7.2 Additional opportunities to enhance the curriculum will be sought where the minibus can enable access.

8 Building Development Fund

8.1 The school building was opened in September 2014. The Diocese (school) pays 10% of government funded building projects e.g. car park and playground resurfacing. Governors will request an annual voluntary contribution from each family to support school building and grounds development.