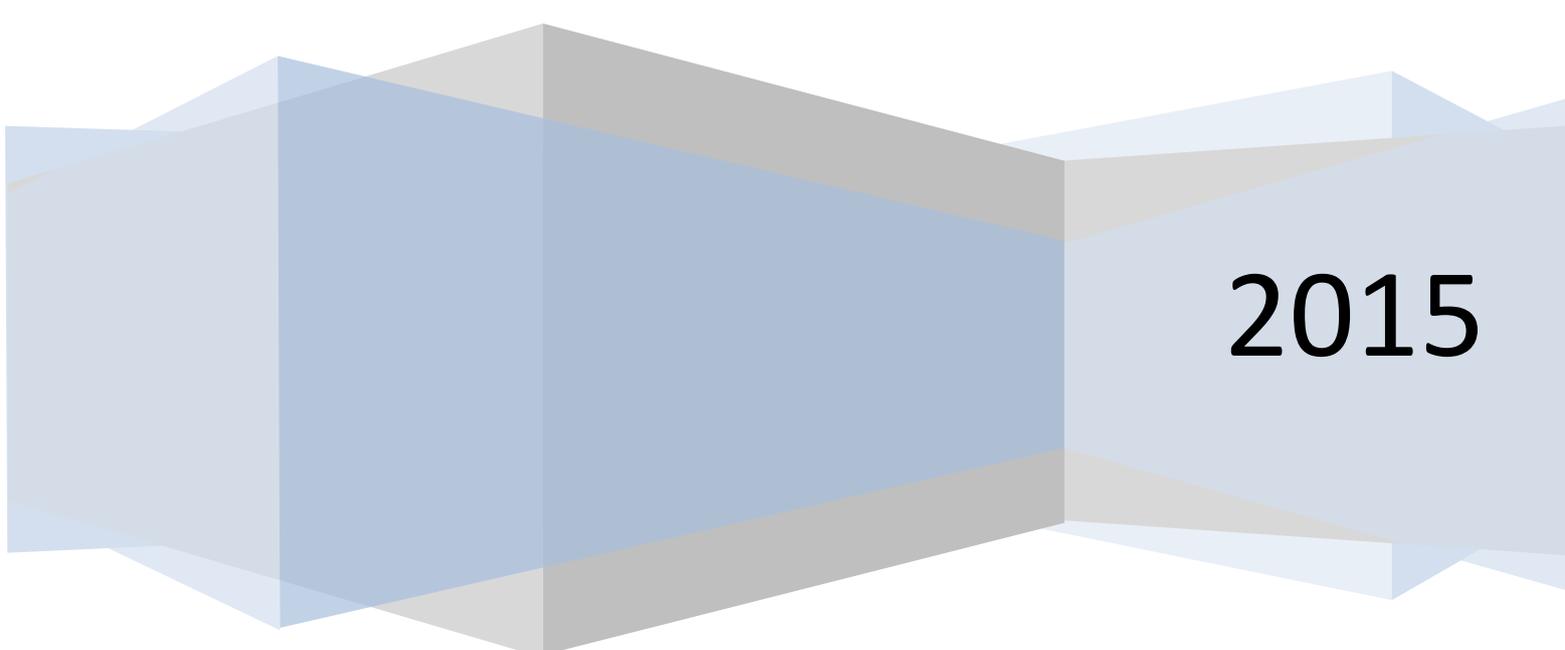


# **St Teresa of Lisieux Primary School**

## **Charging & Remissions Policy**

**Date: Autumn Term 2015**

**Reviewed: Autumn Term 2016**



**2015**

# Charging and Remissions Policy

Reviewed annually

## 1. Introduction

1.1 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. We do have the use of Pupil Premium fund from the school.

## 2. Voluntary contributions

2.1 When organising school trips or visits which enrich the curriculum and Educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 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, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

### **3. Residential visits**

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging.

### **4. Music tuition**

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

4.3 The children are charged a £10.00 refundable deposit to take home their violins and clarinets.

### **5. Swimming**

5.1 The school organises swimming lessons for all children in Key Stage 2 and Key Stage 1. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

### **6. Football**

6.1 The school offers additional football coaching after school. A qualified FA coach, who is not a member of the school staff, runs and organizes these sessions. These sessions are charged by the company.

### **7. School minibus**

7.1 We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip, and not to make a profit.

## 8. Remissions

Schools **can** charge for:  
board and lodging and the charge must not exceed the actual cost.

### 8.1

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;<sup>6</sup>

<sup>6</sup> The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

Income Support (IS);

- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Those families may be entitled to free school meals if they satisfy any of the above criteria.

## Breakages and Damages to School Property, Loss of School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to the school property, or lose an item of school property

Signed:

Date:

Chair of Finance

Review Date: