



ST LOUIS CATHOLIC PRIMARY SCHOOL

Charging, Remissions and Lettings Policy 2016

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered by the Head Teacher.

Definitions

Extended school provision – provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings – letting to an organisation other than the school.

Remission – where a charge is not payable, either in full or in part.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education and activities 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 an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;

- 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

The Governing body have agreed to the following charges:

- Board and lodging on residential visits (not to exceed the costs).
- Individual or group tuition in the playing of a musical instrument – the charge is currently £52.50 per term, per instrument. Payment to be made by cash or post-dated cheque for the beginning of each term. No charge will be made for groups of more than four.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils – at Head Teacher’s discretion.
- Extra-curricular activities and school clubs.
- Extended school care activities such as Breakfast Club or Nursery Activity club.
- Charges for materials or ingredients where the pupils wish to have the finished product – at Head Teacher’s discretion.
- Concessions for lower income families and Pupil Premium children may be available and are arranged after discussion with the Head Teacher.

Breakfast Club

8.00am – 8.45am Currently £1.50

After School Clubs

Usually 3.30pm – 4.30pm Individual arrangements
(Timings vary)

Nursery Activity Club

12.00pm – 1.00pm £3.50 per day

Consideration will also be given to:

- The proportion of the costs recovered where a charge is to be made.

- Whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined.
- Arrangements for education where the parents fail to pay the charge being levied by the school.
- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey.
- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary.

Remissions

Children whose parents are in receipt of the following support payments are automatically entitled to Free School Meals. The relevant support payments are:

- **Income Support (IS)**
- **Income-based** (not contribution based) **Job Seeker's Allowance (IBJSA)**
- The **Guarantee** element of the State Pension Credit.
- **Income-related employment and support allowance** or
- Financially supported by NASS (National Asylum Support Service).
- Child Tax Credit except if they met **any** of the following criteria:
 - i) entitled to working tax credit (regardless of income)
 - ii) have an annual income in excess of £16190 (Please note that this figure is for April 2015 and that it can change each year).

When a parent is entitled to Working tax Credit during the four week period immediately after their employment ceases, or after they start to work less than 16 hours per week, their children are entitled to Free School Meals.

The school recognises that parents who receive Working Tax Credit are also on a low income and are likely to suffer financial hardship. The school tries to be flexible with any financial support it gives and any support is decided on a case by case basis at the discretion of the Head Teacher. This support could include partial or full funding of items such as:

- Outdoor Education residentials
- School uniform
- Education visits
- Music tuition

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- Educational visits (off site).
- Educational visits (on site).
- Plays and concerts.
- Charity events.

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Hiring of Premises

St Louis Catholic Primary School has a policy of currently (Nov 2016) not hiring out any part of its premises to third parties unless agreed by the Governing Body. The decision to hire out the premises or not will depend upon the time of day or evening where the room(s) are required, who the third party is and what the activity is. For example an after school club, which is being offered to enhance the curriculum and which takes place while the school is already open e.g. before 5pm at night is more likely to be approved than something that would involve extra heating or members of staff having to return to lock up.

Rates for hiring any room(s) are agreed by the Governing Body who will ensure with the LA that there is necessary insurance cover etc. for the activity to take place. Charges are set annually. It should be noted that any charges should take into account the following:

- Services (heat & light)
- Staffing (security, caretaking & cleaning)
- Administration
- Wear & tear

Safeguarding Children & Child Protection

The Governing Body takes its duties regarding the safeguarding and well-being of children very seriously. Where a third party (the hirer) is responsible for the running of any service on the school premises it is the third party's responsibility to ensure that all staff have had the necessary checks made on them to ensure their suitability for their employment/engagement. It is also the responsibility of the third party to have the correct procedures in place for the reporting of any concerns that their members of staff may have e.g. Child Protection, Risk Assessments and Whistle Blowing.

Equal Opportunities

This policy is underpinned by the Equal Opportunities policy for St Louis Catholic Primary School, which is available on request. This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed annually.

Approved on behalf of Governing Body

Signed: _____ (Chair of Governors/ Chair of Finance Committee)

Dated: _____

Date of approval: November 2015

Review date: November 2016