



St Ignatius Catholic Primary School

'An inspired learning community, with Jesus Christ at our centre.'

Charging and Remissions Policy

Written: December 2014

Reviewed : February 2015

Reviewed: January 2017

Next Review: September 2018

The overall policy of the Academy Council is to run its finances within its delegated budget, at the same time ensuring our pupils are given as much opportunity as possible to thrive in their education. It will aim to maximise the use of the budget together with any other sources of income or grant to deliver school development.

This document aims to show how the school will ensure its financial affairs are conducted to achieve appropriate levels of accountability and stewardship within the requirements of the EFA scheme for financing schools.

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.

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;

School trips;

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. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to

the Headteacher or School Business Manager. Parents will be given the option of a payment plan to spread the cost of the residential visit.

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. If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher or School Business Manager. We give parents information about additional music tuition before the start of each academic year. We reserve the right to withdraw music tuition if payment is not made. Letters will be sent to parents / carers to inform them of any monies owing before such a decision is made. Currently disadvantaged pupils receive full subsidy for music lessons for their first instrument.

5. Swimming

5.1 The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity but do inform parents when these lessons are to take place.

6. Activities not run by the School

6.1 When an organisation acting independently of the school arranges an activity to take place during or after school hours and parents want their children to join the activity, such organisation may charge parents.

7. Additional Charging

7.1 The cost of ingredients, materials, equipment, etc., needed for practical subjects, such as food technology or DT, is budgeted for and borne by the school. However, the school may charge for, or require the supply of ingredients and materials, if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

8. Breakages & Fines

8.1 The Academy Council reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost reading or text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

9. Special Needs

9.1 The Academy Council confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

10. Moneys Outstanding

It is inevitable that some parents may find themselves owing money to school for a variety of reasons. In such an occurrence the school will;

- Monitor the situation until such a time that the head feels action is required.
- Contact the parents informally, perhaps over the phone, by text, in person, or by letter to alert them to the situation.
- If the debt remains or increased, the Headteacher or School Business Manager will contact the parents again, with written evidence of contact being kept.
- If a debt is to be written off at any time the Headteacher or School Business Manager will seek the permission of the Academy Council and will offer reasons why they feel that the debt should not be pursued further.

Disadvantaged Pupils

Some children are entitled to additional funding.

The school receives additional funding for disadvantaged pupils (formerly known as Pupil Premium Funding). Some of this can be used to offset the cost of visits for this group of pupils. Parents will be notified in writing if this Disadvantaged Pupil Funding is being used for each visit/activity.

We may choose to offset some or all the costs of some visits/activities for this group of pupils. Parents will be notified of any available subsidies.

CHARGING AND REMISSIONS POLICY

This policy was accepted by the Academy Council on

Date _____

Chairperson _____