

# ST. CATHARINE'S CATHOLIC PRIMARY SCHOOL

## Charges, Voluntary Contributions and Remissions Policy



*Let your light shine*

### School Mission Statement

St Catharine's Primary School provides a Catholic education expressing love of and trust in Jesus Christ.

We aim to: -

- Build a Christian community in which there is a true understanding of the teaching of the Catholic Church.
- Help each child to fulfil their potential and do their best in all that they do.
- Ensure that every child is valued and encouraged to become generous, confident and responsible.
- Welcome involvement with parents, parish and the wider community to enrich all our lives.

Approved by Governing Body  
at meeting dated...17th Jan 2018  
Next Review Jan 2020

## Charges, Voluntary Contributions and Remissions

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school
- education 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
  - education provided outside of school time that is not: a) part of the national curriculum; b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or c) part of religious education.
  - examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
  - transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
  - board and lodging for a pupil on a residential visit;
  - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).
- music and vocal tuition,
  - The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.
  - Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
  - The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
- community facilities

## **Charging Model**

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

## **Support for Parents / Carers**

The Governing Body will:

- consider supporting any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- review effective expenditure of Pupil Premium;
- inform parents/carers that if they can prove they are on state benefits (Income Support, Jobseeker's Allowance, Family Credit, Disability Working Allowance) then they will not be charged board and lodging fees for any residential visit;

## **Voluntary Contributions.**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;
- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;

**Guidance from:** <https://www.gov.uk/government/publications/charging-for-school-activities>

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