

# St. Thomas Becket Catholic Primary School

## CHARGING POLICY

### **1. Preamble**

- 1.1 This document sets out the Charging and Remissions Policy of the Governing Body of this School.
- 1.2 The 1988 Education Act requires such a Policy if any charges are to be levied by the School and it is the intention of the Governing Body that this document should comply with that Act.
- 1.3 The Governing Body believes the understanding of this document will be assisted if the objectives of the charging/remission provisions contained in the 1988 Act are listed
- To maintain the right to free school education
  - To establish that activities offered wholly or mainly in school hours should be available to all pupils regardless of their ability or willingness to pay.
  - To give LEAs and Schools the discretion to charge for optional activities provided wholly or mainly out of school hours
  - To confirm the right of LEAs and schools to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether in or out of school hours.
- 1.4 The word 'parent' in this document shall be taken to mean also legal guardian of a pupil where this may be relevant.

### **2. Summary of the Charging/Remission Policy of the Governing Body**

- 2.1 There is no charge of admission to this School
- 2.2 The decision of the Governing Body on the applicants to be admitted to this school will in no way be based on any consideration of the ability/willingness of their parents to make any contributions to the School.
- 2.3 With very few exceptions parents will not be required to pay for any activity arranged by the School or LEA for pupils which
- i) occurs wholly or mainly during school hours or which
  - ii) takes place wholly or mainly outside of school hours and where the activity is provided for prescribed public examinations, National Curriculum or Religious Education.
- 2.4 The Governing Body will seek to enhance the range of provision in the School through charges for activities such as individual or small group musical instrument tuition, through voluntary contributions from parents, and through activities arranged by third parties.

2.5 Where an activity is supported by voluntary contributions the Governing Body will not allow any pupil to be disadvantaged by the inability/unwillingness of a parent to contribute.

2.6 Where parents of a pupil are asked for any payment or contribution the amount concerned will not include any subsidy for any other pupil or activity.

### **3. Education during School Hours**

#### Definition of School Hours

3.1 School hours are those hours when the school is actually in session and do not include the break in the middle of the day.

#### Education Activities

3.2 No charges will be made to parents of registered pupils for education provided wholly or mainly during school hours except in the case of individual musical tuition.

3.3 A charge will be made for individual tuition in playing any musical instrument but only if this tuition is not provided to fulfil the statutory requirements of a prescribed public examination or of the National Curriculum. No charge will be made without prior parental agreement to pay.

3.4 Where tuition in playing any musical instrument is given in small groups then the same arrangements as in paras 3.2, 3.3 for individual tuition will apply.

#### Incidental Costs

3.5 No parents will be required to pay for or supply any materials, books or other equipment for use in educational activities provided wholly or mainly in school hours except where parents have indicated a wish to receive the finished products of an activity. A charge will then be made for the cost of materials.

#### Transport

3.6 No charge will be made for any transport arranged by the LEA or School for any educational activity which takes place wholly or mainly in school hours. Pupils who choose to use alternative transport will be expected to pay for it.

3.7 Parents are expected to meet the cost of travel for activities sanctioned but not arranged by the school. In cases of financial difficulty a subsidy may be provided at the discretion of the Governing Body.

#### Activities arranged during School Hours by a Third Party

3.8 Parents can ask the School to grant leave-of-absence for pupils to join an activity arranged by an organisation other than the school or LEA. The granting of any such leave will be at the discretion of the Head Teacher who will take into consideration (but not exclusively) whether the activity is in the interests of:

- i) the school in meeting its National Curriculum commitments
- ii) the pupil(s) concerned

iii) the other pupils remaining at school.

Where such leave is granted all matters and all costs are for the parents concerned/organisation to settle. Neither the Governing Body, nor the School, nor the LEA will accept any responsibilities for same.

#### **4. Education outside of School Hours**

4.1 The Governing Body receives no funding from the LEA for activities which occurs wholly or mainly outside school hours except where these are necessary to meet National Curriculum or prescribed Public Examination requirements. The School will fund any such activities either by direct charges to parents or voluntary contributions from parents.

4.2 Where activities are provided to meet legal duties relating to the National Curriculum or Religious Education or the requirements of prescribed Public Examinations then

- (i) parents will only be expected to pay appropriate board and lodging charges for the pupils
- (ii) parents in receipt of Income Support or Family Credit will be given remission of such board and lodging charges
- (iii) the legal entitlement to such remission will be clearly specified in the documentation relating to the activity and provided by the School.

#### **5. Determination whether an Activity is in or out of School Hours**

##### **5.1 No overnight board or lodging**

An activity is wholly or mainly within school hours where the number of school hours involved is at least 50% of the total elapsed time of the activity excluding travel outside of school hours.

##### **5.2 With overnight board or lodging**

An activity is deemed to occur mainly in school hours where the number of half day school sessions involved is at least 50% of the total number of half day sessions included in the activity. A half day session is defined as any period of 12 hours ending with noon or midnight on any day, where the number of hours taken up by the residential activity is at least 6 hours.

#### **6. Policy Review Day**

This policy is to be reviewed every 2 years unless legislation requires otherwise.