



# ST ANTHONY'S CATHOLIC PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY

September 2017



Approved at the Finance Committee of St Anthony's Catholic Primary School – 8<sup>th</sup> June 2017

Implementation Date: September 2017

Review Date: June 2018

Compiled by S4S

# **St. Anthony's Catholic Primary School**



## **Policy for Charging and Remissions**

### **Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.

In accord with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Finance Committee of St Anthony's School on 8<sup>th</sup> June 2017 and will be reviewed annually.

This policy shall be made available to parents or carers on request.

### **Voluntary Contributions**

The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities. For example, contributions towards school fund, fund raising and costs associated with school trips and visits.

### **School Trips and Visits**

Governors recognise the role that school visits play in enriching the curriculum and educational experience of the children. Therefore, they have approved to part subsidise all trips provided.

Children in receipt of Pupil Premium funding will receive further subsidy towards any trips and visits which in most cases will result in no charge being required.

If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

Parents or carers who have contributed would then receive a refund.

If a child is unable to take part in any visit or activity through illness, then a refund would be issued, less any non-refundable deposits paid.

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## **Residential Visits and Overnight stays**

Where a school activity involves pupils staying nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge:-

- Income Support
- Income based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the specified minimum (£16,190) The guaranteed element of state pension credit; and
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008.

All other costs involved in residential visits are requested as voluntary contributions.

## **Milk**

There is provision to provide  $\frac{1}{3}$  pint (189ml) free milk per day to children under the age of 5 years attending approved day care facilities for 2 or more hours per day, until the term after their 5<sup>th</sup> birthday.

Children aged 5 and over that are registered to receive free school meals are also entitled to receive free school milk.

For pupils aged 5 and over, not in receipt of free school meals, there is a current charge of £10.50 per term, payable at the beginning of each term.

## **Optional Extras**

Out of hour's activities and clubs are classed as Optional Extras.

We do not charge for Breakfast and After School Clubs run by members of staff. The following clubs are run by outside professionals – Yoga, Karate, Multi Skills and Samba. The Governors have agreed to support the cost of Yoga and Karate and therefore pupils are not charged to attend. Charges are made for attendance at Multi Skills and Samba. Charges are set by Soccer 2000 for attendance at Multi Skills and a charge of £10 per pupil is made for attendance at Samba.

ANTs club is run by a private company and charges are collected directly by the organiser.

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## **Swimming Lessons**

The school organises swimming lessons for Year 4. These take place in school time and are part of the National Curriculum. We do not ask for voluntary donations to support the cost of the lessons or transport.

## **Charging for School Equipment**

No charge will be made for materials, books or equipment needed for lessons. The only exception to this is where wilful damage to the equipment by the child has taken place. A contribution towards the cost of replacement shall be requested.

## **School Meals**

The school has adopted the standard Local Authority charging policy for school meals. We provide free meals to all pupils whose parents/carers have been recorded as eligible to receive free meals due to their household income. Pupils in Reception, Year 1 and Year 2 are also provided with a free meal due to a Government initiative introduced in 2014.

### Charges

- School meals are charged at £2.20 per day, £11.00 per week.
- Governors have also agreed to subsidise the cost of meals to families who have a low household income, but do not qualify for free school meals. A charge of £1.10 per day, £5.50 per week is made to eligible pupils.

### Payments

- Payment can be made by cash or cheque (cheques must be made payable to Wolverhampton City Council).

## **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

## **Charges to other Parties (schools, community groups, parents etc)**

### **Minibus**

The school is the keeper of a shared minibus between two local schools and the parishioners of St Anthony's Church. There is a fair use policy in place to equally

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distribute the running costs, no profit is made from the minibus. No charge is made to the passengers of the minibus.

### **Lettings**

Lettings are arranged direct with the lessee and are administered by the school. Charges are made dependent on the area of school being used. All new lettings are considered by Governors and lessees must sign a Licence Agreement prior to using the premises.

### **Monitoring and Review**

This policy will be monitored in the light of any new information and guidance which becomes available and will be reviewed annually.

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