



**Good Shepherd Catholic
Primary & Nursery School**

CHARGING AND REMISSIONS POLICY

**Reviewed October 2015
Next review: October 2018**

Purpose

The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free of charge and for those items where there may be a charge.

The policy has been informed by DfE guidance.

Responsibilities

The Head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy every three years or as necessary.

Policy statement

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We, therefore, make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

Music

All children study music as part of the normal school curriculum. We do not charge for this. Where individual or small-group music tuition takes place, since this is an additional curriculum activity, and not part of the National Curriculum, a charge will be made. These individual or small-group lessons are taught by peripatetic music teachers. We will give parents information about additional music tuition at the start of each academic year.

Optional activities outside of the school day

We will charge in full for optional, extra activities provided outside of the school day, for example, residential trips such as PGL.

Such activities are not directly part of the National Curriculum or religious education nor are they part of an examination syllabus. Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

Parents may claim help with some costs in some circumstances. Parents should make an appointment with the Head Teacher to discuss options available.

Education partly during the school day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

Lunch time / After School Sport and Creative Activities

The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

Residential Visit

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Malicious Damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.