



St Mary's Catholic Primary School, Isleworth

DRAFT CHARGING AND REMISSIONS POLICY

This Charging and Remissions Policy complies with statutory requirements and is reviewed on a biennial basis by the school Governing Body's Finance Committee.

Our school family at St Mary's wants this to be a safe, caring, creative and happy place, where we all have a fair chance to learn and grow together and to do the best we can. We do this by knowing and loving Jesus more every day and by following his teachings in a joyful way.

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

Activities without charge:

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum or the Wider and Further Opportunities (violin, recorder and guitar).
- Clubs and trips and workshops and instrumental and vocal tuition for children in receipt of Pupil Premium.

Voluntary contributions:

The school asks for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

- The school asks parents to contribute to the Governors' Maintenance fund. This fund provides some of the 10% of the funding needed to maintain the school. It is currently £60 a year or £5 a month.

Chargeable activities:

The school may recover the full costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

Educational or other activities provided wholly or mainly outside school hours, which are not:

- (a) Part of the National Curriculum.
- (b) Part of religious education.
- (c) Board and lodgings on residential visits (subject to remission arrangements).
- (d) Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/guardians.
- (e) Provision of materials/ingredients for subjects such as Art & Design or Food Technology, where pupils take home a finished product.
- (f) Before and After school clubs run by the school.
- (g) The cost of replacing lost library books and broken/damaged school property may be passed on to parents.
- (h) The cost of any photocopying as the result of a parental or FOI request is 10p per sheet black and white and 20p per sheet colour.

Remissions Policy:

There will be no charge for board and lodgings for pupils who receive Pupil Premium. Charges for other 'chargeable activities' may also be fully or partially remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

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Review: Spring 17