

St Elizabeth Catholic Primary School

Charging and Remission Policy



The Governing Body of St Elizabeth Catholic Primary School

Date of Policy	September 2021
Review Date	September 2022
Chair/Chair of Committee Governor's signature	
Executive Headteacher's signature	

Mission Statement

'Inspiring and achieving lifelong learning in a welcoming Catholic community'

Safeguarding Statement

At St Elizabeth Catholic Primary School, we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at St Elizabeth Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Equality statement

As a school we are committed to ensuring that equality principles are embedded within all school policies and procedures, as we endeavour to:

- Eliminate discrimination, harassment and victimisation.
- Promote equality of access and opportunity within our school and within our wider community.
- Promote positive attitudes to difference and good relationships between people with different backgrounds, genders, cultures, faiths, abilities, sexual orientation, and ethnic origins.

School Values

As a Catholic school with a strong Christian ethos we actively support and promote a value-based education. By living out our 4Rs – Relationships, Resilience, Responsibility and Respect, we encourage the whole school community to:

- Think about and reflect upon positive Christian, British and Universal values
- Experience how living out these values impacts on themselves and others, in school, in the wider community and in the world
- Instil a sense of belonging to the school, the local community, the country they live in and the wider global community
- Inspire individuals to choose their own positive personal social, moral and spiritual values
- Promote an inclusive school ethos and a learning climate that will raise aspirations and achievement
- Raise self-esteem and encourage children to take more responsibility for their own behaviour and learning

British Values

At St Elizabeth, the school recognises and promotes the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Through this provision of SMSC, the school will:

- enable pupils to develop their self-knowledge, self-esteem and self-confidence;
- enable pupils to distinguish right from wrong and to respect the civil and criminal law of England;
- encourage pupils to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely;
- enable pupils to acquire a broad general knowledge of and respect for public institutions and services in England; further tolerance and harmony between different cultural traditions by enabling students to acquire an appreciation of and respect for their own and other cultures;
- encourage respect for other people;
- and encourage respect for democracy and support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

Data Protection

The General Data Protection Regulation (GDPR) ensures a balance between an individual's rights to privacy and the lawful processing of personal data undertaken by organisations in the course of their business. It aims to protect the rights of individuals about whom data is obtained, stored, processed or supplied and requires that organisations take appropriate security measures against unauthorised access, alteration, disclosure or destruction of personal data.

The School will protect and maintain a balance between data protection rights in accordance with the GDPR. This policy sets out how we handle the personal data of our pupils, parents, suppliers, employees, workers and other third parties.

Changes to data protection legislation will be monitored and further amendments may be required to this policy in order to remain compliant with legal obligations.

Introduction

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits, independent of their parent / carers financial means. This charging policy describes how we will do our best to ensure a good range of visits and activities are offered and, at the same time, try to minimise the financial barriers, which may prevent some pupils taking full advantage of the opportunities.

The Head, Staff and Governors of St Elizabeth will ensure that the following applies:

Prohibition of Charges:

- ❖ Admission to St Elizabeth Catholic Primary 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;
- ❖ Tuition for pupils learning to play musical instruments, if the tuition is required as an essential part of the National Curriculum.
- ❖ Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
 - Education provided on any trip that takes place during school hours;
- ❖ Education provided on any trip that takes place 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 the school's basic curriculum for Religious Education;
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- ❖ Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- ❖ Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- ❖ Transport that enables a pupil to meet an examination requirement when the child has been prepared for that examination at school;
- ❖ Transport provided in connection with an educational trip
- ❖ The school can charge for any material, instruments or equipment, where the child's parent wishes to own them.

This is by no means an exhaustive list

Voluntary contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'

- Visits to museums, galleries or historical places of interest;
- Sporting activities which require transport expenses; • Outdoor adventure activities;
- Musical events.

Materials for Art and Design & Design and Technology

Where activities require the purchase of additional materials, not usually purchased via the curriculum budgets (and where pupils will take the items produced home e.g. as a result of art, craft, technology or cookery lessons) a charge may be levied for the cost of the materials used.

Residential visits

We do not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We may charge for:

- Board and lodging and the charge must not exceed the actual cost.

School Building Fund

The school on behalf of the governing body of a Voluntary Aided School, such as ours, has to pay 10% towards the cost of any grant funded approved refurbishment or building work, at the school. The School Aggregated Budget is not sufficient to meet the full amount of these costs. For example, the new building work has cost £1.16m, 10% of these costs work out at approximately £116k.

We ask the parent[s] and carer[s] of all children to contribute the following on a voluntary basis: - £35 per year for each child they have in the school.

A maximum of £70 for parents with 3 or more children in the school.

Activities Outside School Hours

There is a charge for the school's Breakfast club or After-school care.

- Breakfast Club: This starts at 7:45am. The latest children can arrive for Breakfast Club is 8:15am. School gates will close between 8:15am and 8:45am, which means that children will not have access to the school. Cost £3.50 per day
- After-school care: This runs between the hours of 3:30pm and 6:00pm. Cost £9.00 per day
- There are concessionary fees available.

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of Religious Education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours.

School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, providing the tuition is provided at the request of the pupil's or parents. Charges will not exceed the cost of provision, including the cost of the staff who provide the tuition.

Remissions Policy

Those parents in receipt of one or more of the credits below may:

- be offered assistance in paying for the trip
- be offered a longer period of instalments to enable their child to access the activity

Free Remission Category	Evidence which needs to be sent to school as proof
Income Support/Job Seekers Allowance (income based only)/Income Related Employment And Support Allowance; or	A copy of a letter from the Benefits Agency dated within the last 6 weeks.
Child Tax Credit (not Working Tax Credit) and have an annual income under £16,190, as assessed by the Inland Revenue(financial year 2016/17); or	A copy of the most recent Tax Credit notification from the Inland Revenue
Receive financial assistance under Part VI of the Immigration and Asylum Act 1999	A letter from the relevant Agency dated within the last 6 weeks.
Guarantee element of State Pension Credit	Most recent supporting document.

If the parent/guardian of a pupil is in receipt of support as detailed above, charges in respect of board and lodging, materials, and activities outside school hours may be remitted in full or part depending on the extenuating circumstances.

The Executive Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Executive Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Refunds

No refunds will be paid if a pupil is unable to attend a trip or activity as the activity will have been costed on the assumption that each member involved makes the necessary voluntary contribution to cover costs. No refunds will be paid on deposits for Residential Trips if a child/parent changes their mind and chooses not to attend.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.