

**Our Lady & St Patrick's Catholic Primary School
Charging & Remissions Policy**

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Our Lady & St Patrick's Catholic Primary School



Charging & Remissions Policy

January 2022

Reviewed: Jan 23

Next review: Jan 24

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 the LA policy and the DfES guidance and complements the school's Finance Policy, and also the whole school Lettings Policy.

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Definition

The school day is defined as: 8.45 a.m. – 3.15 p.m. The midday break does not form part of the school day.

Responsibilities

The executive head teacher will ensure that staff correctly apply the policy.
The Governors will review the policy annually.

Charging for trips and excursions that take place within the School Day

All activities that take place during, or mostly during the school day, and that are a necessary part of both the Religious and National Curriculum, will be provided free of charge. This includes materials and equipment.

Voluntary contributions will be sought for activities that take place during, or mostly during the school day, either on-site or off-site, which entail additional costs such as entrance or travel costs, or the cost of specialised instructors or artists. For children for whom we receive a Pupil Premium (currently eligible for free school meals), a discount of 75% will be offered.

Pupils will not be prevented from participating because their parents or carers do not make a contribution. If however, it has not been possible to raise sufficient funds for the trip, it may be necessary to cancel the planned activity. In this event, all received payments will be returned to parents and carers.

Music Instruction

Additional charges will be made by peripatetic music teachers for specific instrument instruction for an individual or small group of pupils, where the music instruction is not part of the National Curriculum. The school is not responsible for collecting these payments.

Optional activities outside the school day

We may charge for optional, extra activities provided both during and outside the school day, for example Theatre visits, outdoor pursuits and residential trips. Where charges are to be made, we will tell parents and carers well in advance and, an option to pay in instalments will be offered for any trip costing over £30. For children for whom we receive a Pupil Premium (currently eligible for free school meals), a discount of 75% will be offered.

Deposits

To book a child onto a residential trip, a **non-refundable** deposit will usually be required to accompany the booking form and secure the place. In addition to this, where the school has made payment either in full or part for pupils, prior to a trip, we will not be able to bear the cost of refunding any payments (or part payments) made to parents or carers who cancel their child's place - unless the place has been able to be filled by another pupil. Parents and carers are advised to take out their own cancellation insurance if desired.

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Calculating charges

When charges are made for any activity, both during or outside of the school day, they will be based on the actual costs incurred, including the entrance fees, travel and accommodation costs for the staff and volunteers that are required to attend the trip (in line with the appropriate adult/child ratios as detailed in the risk assessment). This cost will then be divided by the total number of pupils that have been invited to participate. Parents and carers are not expected to subsidise pupils whose parents do not offer payment. If external funding has been received to support a particular activity, we will subsidise the charge to the extent permitted by the funding. Top up payments for Pupil Premium pupils will be made from the school's Pupil Premium allocation.

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

Additional Nursery Hours

Nursery hours will be invoiced termly (after school census is completed and sessions confirmed). Invoices are based on booked sessions and not actual attendance. Failure to pay may result in additional hours being withdrawn.

Breakfast & After School Club Fees

Fees are payable in advance for booked sessions for the next Half of Term. Any additional sessions can be added during the term and must be paid for in advance. Any cancellations will be transferred to the following term providing that 4 weeks notice has been given.

Refunds will be given where all future sessions have been cancelled at the discretion of the SLT or Governing Body.

Where Nursery sessions are cancelled that are paid for from additional hours (not DCC funding) we will charge the parents 50% of cost.

Twins

Where twins are to attend a residential trip they will each be given a 10% discount of the total cost of the trip.