



## **Our Lady Queen of Peace Catholic Primary School**

### **Charging and Remission Policy**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

In providing other activities to enhance children's learning, parents may be asked to make a voluntary contribution towards any additional costs e.g. transport, entrance fees. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If the cost of a particular visit cannot be covered by voluntary contributions the school do reserve the right to cancel the visit. When costing a visit and setting a charge, the school will take into account the total number of children in a class, transport costs and admission fees. Therefore, payments may be non-refundable.

#### **Optional Activities (outside of the school day)**

We will charge for optional, extra activities provided outside of the school day, e.g. extra-curricular activities where consumable materials are used, tuition fees for activities supplied by an outside provider. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus. Payments will be non-refundable.

#### **Residential Visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However we do make a charge to cover the costs of board, lodging and transport. Payments will be nonrefundable.

Please note that pupils entitled to Free School Meals and/or Pupil Premium may receive a concession for residential visits.

Payment should be made in advance and we will follow up any non-payment and refer to Legal services if necessary. School also reserves the right to:

- 1) Withdraw a child from the activity or cease lessons if there are outstanding payments
- 2) Recover monies from other income paid to the school by the debtor

#### **Lettings**

A letting may be defined as "any use of the school buildings and grounds by parties other than the school". A letting must not interfere with the activities of the school.

Use of the premises for activities such as staff meetings, parents' meetings, Governing Body meetings and extra-curricular activities of pupils supervised by school staff, fall within the corporate

life of the school. Costs arising from these uses are therefore a legitimate charge against the schools delegated budget and do not require a letting agreement.

In line with Local Authority guidelines and financial regulations, applications for hire of school premises and grounds must be made to the Head Teacher. Each application will be considered individually and the charge determined based on time/day for hire, facilities required and any additional staffing needed i.e. to open/close when caretaker is on holiday.

Hirers are expected to have their own insurance liability cover, have appropriate qualifications, training etc. and where necessary have DBS clearance. The Hirer will be expected to pay in advance or at the latest on the day of use.

### **Swimming**

When swimming is organised for pupils in Key Stage 2, this takes place in school time and is part of the National Curriculum. We do not charge for this activity but voluntary contributions may be requested towards the costs of transport. We will inform parents when these lessons are to take place.

### **Calculating Charges/ Monitoring**

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. Where there are cases of family hardship, which make it difficult for pupils to take part, in particular activities for which a charge is made, the Governing Body may remit all or part of this charge at the discretion of the Head Teacher.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. The LGB will monitor the impact of this policy by receiving on an annual basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.