



## **St Mary's Catholic Primary School, Axminster Charging and Remissions Policy.**

Due for Review: Yearly  
Reviewed by: Governing Body  
Last Reviewed: April 2017

The policy covers activities taking place both within and outside school hours and describes the conditions under which charges may be made or remitted.

### **Activities for which no charge can be made:**

Parents/pupils are not required to supply or pay for any books, materials or other equipment concerned with the delivery of the National Curriculum or any prescribed examination course. However, any activity may be sustained by voluntary contributions. There is no obligation to contribute and no pupil may be treated differently according to whether their parents have made a contribution.

**Parents should be aware that in the event that insufficient funds are made available by way of voluntary contributions such activities may be cancelled entirely.**

### **Charges will be made for:**

Board and lodging in relation to residential trips that take place wholly or mainly in school time.

Educational outings for single days - where a pupil's curricular work is not dependent upon an educational outing but would be enhanced by such an activity, the governors would seek voluntary contributions from the parents of the participating pupils.

Musical instrument tuition - charges will be made for teaching a pupil either individually or in a group to play a musical instrument if the teaching is not an essential part of the National Curriculum. This is usually transacted with the individual teacher delivering the music lessons.

Swimming - a charge will be made to cover entrance to the pool and the services of the qualified instructor.

Additional materials - we may set a charge for materials used in school where a parent indicates in advance that they or the pupil wishes to own a finished article.

Education outside school hours - a charge will be made for education provided outside school hours which is an optional extra, provided it is with the prior agreement of parents.

### **Calculating Charges:**



When charges are made for an 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.

**Voluntary contributions:**

Although we cannot charge for school-time activities we may still ask parents for voluntary contributions to make school funds go further. All requests to parents for voluntary contributions will make it clear that:

The children of parents who do not contribute will not be treated any differently. The contributions are voluntary. **Where an activity cannot take place without some help from parents and there are insufficient voluntary contributions the activity may be cancelled.**

Voluntary contributions will be calculated in such a way that no parent subsidises another parent's non-contribution.

**Activities where charges will be remitted:**

The governors may remit charges in relation to the cost of board, lodging and optional extras in respect of a residential trip, in the case of pupils in receipt of Free School Meals.

Notwithstanding any other statements contained in this policy, the governing body retain the right to grant remission of charges in cases of extreme hardship as determined by them provided sufficient funds are available.

**This Policy should be read in conjunction with St Mary's Catholic Primary School's Policy for: Safeguarding Children, Child Protection and Equality.**