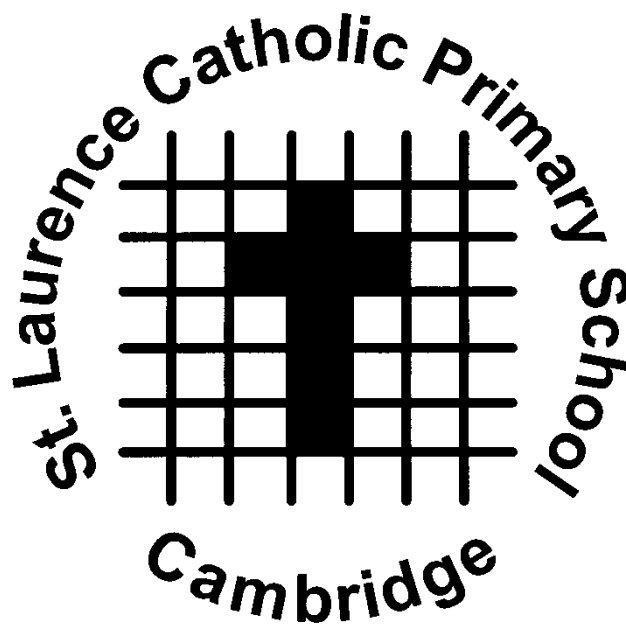


ST LAURENCE CATHOLIC PRIMARY SCHOOL

CHARGES & REMITTANCE POLICY



Through God's grace, a community growing in knowledge and understanding

Approved January 2016

Introduction

This charging policy has been compiled in line with DFE requirements and in accordance with s457 of the Education Act, 1996.

Basic Principles

No charge can be made for education during school hours. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Education Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in installments will be offered to parents who wish to pay in this way.

Voluntary Contributions

There is an exception to the rule about not charging for activities in school hours. Parents may be invited to make voluntary contributions to extend the value of school funds.

If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Contributions will not exceed the actual cost.

Examples where parents may be asked for a voluntary contribution include:

- Swimming
- School Trips
- Enrichment activities e.g. external drama group

Ancillary Services

The School may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Head Teacher or Finance Committee may approve the charge.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities and in line with the school's Lettings Policy. The scale of charges will be approved annually by the Finance Committee.

Remissions Policy

If the parent /carer of a pupil is in receipt of Free School Meals/Pupil Premium the Head Teacher, School Business Manager or Governing Body may choose not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances i.e. included in one of the above categories. This does not apply in the case of pupils in receipt of the Government's Universal Free School Meals not in receipt of Pupil Premium.

Approved January 2016

Where the parents of any child are unable to meet any one of the charges the school may make they can apply in confidence to the Head Teacher, School Business Manager or Governing Body for the remission of charges in part or full.

Extra Curricular Activities run by External Providers

External providers will set and collect their own charges.

Other charges

The Head Teacher, School Business Manager, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. photocopying.

Breakages & Damages

In cases of willful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Head Teacher or School Business Manager in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

The Head Teacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

Exceptions

The Head Teacher, School Business Manager, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

This policy was ratified by the Finance & Personnel Committee of the Governing Body on 2.2.16

Review next due: Spring Term 2019

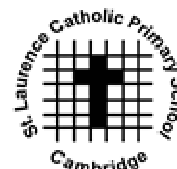
Signed:

Janet Scally, Chair of Finance & Personnel Committee

Approved January 2016

Policy Name: Charging & Remittance Policy

Policy Date: January 2016



EQUALITY IMPACT ASSESSMENT for SCHOOL POLICIES

		Yes / No	Comments
1.	Does the Policy/Guidance affect one group less or more favourably than another on the basis of:	No	
	• Age (for policies affecting staff)	No	
	• Disability	No	
	• Sex	No	
	• Gender reassignment	No	
	• Pregnancy/maternity	No	
	• Race (which includes colour, nationality and ethnic or national origins)	No	
	• Sexual orientation	No	
	• Religion or belief	No	
	• Marriage / civil partnership	No	
2.	Is there any evidence that some groups are affected differently?	Yes	Children whose parents are unable to contribute towards activities outside school which cost money, still go and are funded from the Pupil Premium
3.	If we have identified potential discrimination are any exceptions reasonable, legal and justifiable?	Yes	Positive discrimination
4.	Is the impact of the policy/guidance likely to be negative?	No	
5.	If so, can the impact be avoided?		
6.	What alternatives are there to achieving the policy/guidance without the impact?	None for our school	
7.	Can we reduce the impact by taking different action?	No	

Equality Impact Assessment carried out by: J Scally/Finance & Personnel Committee

Date: Spring Term 2016

Approved January 2016