

# St. Anne Line Catholic Junior School



## Charging and Remission Policy

Reviewed : September 2017



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Date of Policy:	September 2017
Date last review adopted by Governing Body:	October 2015
Date of next review:	September 2019

**With Jesus, through the St Anne Line Way,  
We Love, We Learn, We Share, We Pray.**

**Together, we grow Our School each day**

### **ADDITIONAL ACTIVITIES ORGANISED FOR PUPIL'S CHARGES AND REMISSIONS**

#### **INTRODUCTION**

The Governing Body of the school must have a policy on charging for activities that take place during, or outside of the school day. Without such a policy they are not allowed to make any charge. In general, no charge can be made where education is provided wholly or mainly during school hours that are part of the National Curriculum. It is therefore not possible to levy a compulsory charge for transport or admission costs for swimming lessons or visits to museums during school hours.

- The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trip residential experiences can make towards pupils' personal and social education.
- The Governing Body aims to promote and provide such activities both as part of abroad and balanced curriculum for the pupils of the School and as additional optional activities.

#### **CHARGES AND VOLUNTARY CONTRIBUTIONS**

Head Teachers or Governing Body reserves the right to make a charge, or ask for a voluntary contribution in the following circumstances for activities organised by the School.

- **Any activity which takes place during school hours**
- **School equipment**
- **School funds generally**
- **School Journeys in School Hours** - The board and lodging element of any residential activities deemed to take place within School hours;
- **Activities outside School Hours** - The full cost to each pupil of activities deemed to be optional extras taking place outside School hours at the discretion of the Head Teacher.
- **Individual Instrumental Tuition** - The cost to the pupil for providing individual tuition.
- **Charging in Kind** - The cost of materials, ingredients, equipment (or the provision of them by parents) where they are essentially required for full educational value to be gained from the activity and at the discretion of the Head Teacher. The Governing Body may charge for

ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

- **General** - The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes, the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils and stressing the valuable nature will require a request for a certain voluntary contribution from parents to cover costs if trips are to take place.

Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled. There is no legal reason why a school should not invite parent/carers to make voluntary contributions towards the cost of providing activities within and outside of school hours.

### **RESIDENTIAL TRIPS**

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of certain benefits, in addition to having a free school lunch entitlement, will also be entitled to the remission of these charges.

### **OPTIONAL EXTRAS**

Other activities which take place outside the school hours may include a charge. Such as:

- Pupil travel costs
- Board and lodging
- Materials, books and other equipment
- Non-teaching staff costs
- Entrance fees to museums, theatres etc.
- Insurance costs
- The cost of engaging a teacher, who is already employed by the Authority, on a contract service, and specifically for the activity.

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**  
The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.
- **Standard B: The whole school community learns about the CRC**  
The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.
- **Standard C: The school has a rights-respecting ethos**  
Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.
- **Standard D: Children are empowered to become active citizens and learners**  
Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.