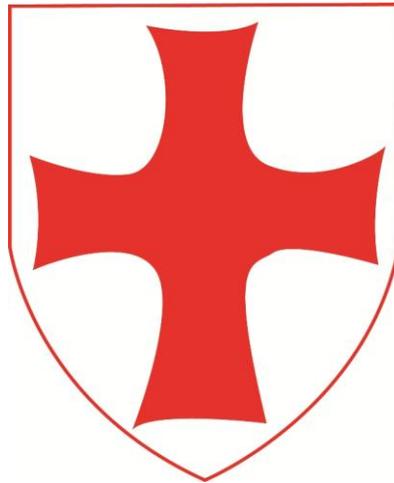


**St. Robert Southwell Catholic
Primary School
A school in the trusteeship of**



Diocese of Westminster



CHARGING AND REMISSIONS POLICY

Legal Status:

Last Review: 19th May 2016

Next Review: May 2017

MISSION STATEMENT

- Our mission is to create an educating Christian community which reflects the values of the Gospel within the traditions of the Roman Catholic Church;
- a community which will develop the whole person
- a community which works closely with parents and parish
- a community which values each child as a unique individual with particular gifts and needs
- a forward looking community which serves its members and the wider society
- a community in which we will lead those in our care to grow in their faith whilst benefiting from an enriching education.



CHARGING AND REMISSIONS POLICY

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CHARGING AND REMISSIONS POLICY

INTRODUCTION

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents / carers.

The Governors of St Robert Southwell RC Primary School are committed to providing the best education for all and will endeavour, within reason, and as funding resources allow, to ensure that all activities offered, wholly or mainly during the school day, are available to all students, regardless of their respective parents'/carers' ability to pay. However, Governors reserve the right to request voluntary contributions from parents/carers and, in the event of insufficient funding, to cancel an activity.

CHARGES

The school Governing Board recognises that legislation prohibits charges for education provided during school hours, or for any activities which form part of the National Curriculum.

The following are the activities for which the Governing Board reserves the right to make a charge:

- Education provided out of school time that is not part of the National Curriculum.
- Transport
- Board and lodging for a pupil on a residential visit (not to exceed the costs).
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils. This includes the costs of replacing any books and or equipment provided by the school.
- Damage/vandalism/loss to and of school property.
- Books or materials which parents/carers wish the pupil to own.
- Extra-curricular activities and school clubs.
- Any extended school activity.

MUSIC AND INSTRUMENTS

The school offers additional music lessons in violin, guitar and piano. Charges made are in line with the recommendations made by Brent Music Services. The Local Authority decides upon its remuneration for its tutors. We also provide other music tuition from visiting tutors, who set their own fee / rate and are paid directly by the parents.



VOLUNTARY CONTRIBUTIONS

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. Subsidies from various sources, e.g. School Fund, the Friends' Association, and voluntary organisations, will be considered to cover deficits and support the visit. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. It is the policy of the Governing Body not to issue refunds unless an activity is cancelled by the provider, and the full cost refunded to the school.

EXTERNAL ORGANISATIONS

Where activities are provided by outside organisations, a charge will normally be made by the organisation concerned, and attendance will be conditional upon payment of the fee.

REMISSIONS

A remission may be given to those parents who are in receipt of statutory benefits or on a particularly low income, or where the child or children are in receipt of Pupil Premium funding. It is the responsibility of the family concerned to inform the Headteacher (confidentially) that these circumstances apply.

Any family who finds themselves in financial difficulty may request for the remission of charges in part or full. This request for the remission of charges can be made in writing to the Headteacher, upon receipt of the letter outlining the details of the activity. All cases will be treated individually and in confidence.

The school reserves the right to make remissions on a case by case basis, at the discretion of the Headteacher.

REFUNDS

It is the policy of the governing body not to issue refunds unless an activity is cancelled by the provider and full cost refunded to the school.

ARRANGEMENTS FOR MONITORING AND EVALUATION

The Governing Board will monitor the impact of this policy and be informed of remissions made to families.