Charging Policy

 Professional Development Review

 ACADEMIC YEAR 2003 - 2004

###  Saint Teresa’s R.C. Primary School

***Admissions***

There is no charge for admissions.

***School Meals***

There is no charge for children who are entitled to free school meals or infant school meals. Pupils who are not entitled to free school meals will be charged a set amount per week decided by the Schools Meals Service.

***Activities that take place during school hours*** *(This does not include the break in the middle of the school day.)*

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

***Voluntary contributions***

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If an activity is cancelled all monies paid will be returned to parents/carers. 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 will allow the child to participate fully in the trip or activity.

Often the school pays additional costs e.g. transport, in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

• visits to museums;
• sporting activities which require transport expenses;
• outdoor adventure activities;
• visits to the theatre;
• musical events.

***Residential Trips***

If the school organises a residential trip in school time or mainly school time, and it is not directly to provide education related to the National Curriculum, parents are asked to cover the cost of the trip. If parents are experiencing financial difficulties they are invited to speak in confidence to the Headteacher

***Music Tuition***

All children study music as part of the normal school curriculum. We do not charge for this. However, we do have some extracurricular music lessons and parents are asked to contribute to the cost of these.

***Swimming***

The school does not charge for swimming lessons.

***Activities Outside School Hours***

No charge is made for school provided activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

We do invite some external providers to run activities out of school hours and parents are asked to fund these if they wish their child to attend; a charge up to the cost of the activity will be levied.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the trip/tuition, divided equally by the number of pupils participating.

***Damage/Loss to property***

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher 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.

***Before School Club – Y2K***

Parents wishing to make use of the before school services of Y2K enter into a service agreement with Y2K. This service is run completely independently of school.

***Lettings***

The school only make its facilities available to the outside provider of the ‘Before School’ Y2K club at a charge of at least the cost of providing the facilities. The charges are determined by the Finance Committee and form part of our separate Lettings Agreement

 ***Other charges***

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying

***Remissions Policy***

If the parent/guardian of a pupil is in receipt of :

* Income Support,
* Income Based job Seekers Allowance,
* guaranteed element of state pension credit,
* support under part VI of the Immigration & Asylum Act 1999
* Child Tax Credit (providing that they do not also receive Working Tax Credit)
* Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The head teacher and chair of governors will authorise the remission of charges.

***Complaints***

Complaints about the implementation of this policy or any decisionstaken in line with the policy will be considered as part of the school’s complaints procedures.