



St Bonaventure's Catholic Primary School

Policy: Charges and remissions for school activities

Policy Owner	Headteacher
Governing Body Committee	FPH&S
Issue Date	
Last Review Date	7.12.16
Review Frequency	Annually
Next Review Date	Term 1 2017/18

This policy is available at
<http://www.st-bonaventures.bristol.sch.uk/>

Introduction

The Governing Body of St Bonaventure's Catholic Primary School emphasises its commitment to the continuing provision of free education for all. The Governing Body recognises the valuable contributions that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards personal and social education. Further, the Governing Body reminds parents that they are responsible for the provision of school uniform as set down in the school's policy on uniform. Parents are also liable for the cost of travel from home to the place of education when that travel is undertaken on transport not provided by the LA or school. Parents are liable to charges to meet the cost of an activity organised via a third party with the parents' consent, for example, peripatetic music lessons, and are liable to meet the cost of ingredients, equipment, materials, peripatetic music lessons, etc for practical subjects when the result of the lesson is a finished product which parents wish to own, having indicated their wishes in advance and in writing, and are liable for any board and lodging required as part of a trip or visit.

Aim of the Policy

To set down clearly understood guidelines for parents, carers and staff.

School hours

The school day runs from 8.50am to 3.15pm.

(i) Non-residential activities

Where such an activity takes place, wholly or mainly outside school hours, then a charge will be levied to meet any cost incurred in offering that activity.

(ii) Residential activities

(a) A charge for 'board and lodging' will be made for *all* such activities.

(b) Residential activities which take place wholly or mainly outside school hours will be organised as 'optional extras'. A charge may include travel costs, board and lodging costs, materials, books, instruments and other equipment, non-teaching staff costs, entrance fees to museums, castles, theatres etc, insurance costs and teaching staff costs when such staff are engaged on a separate contract for services to provide the optional extra.

(iii) Voluntary contributions – residential and non-residential activities

The school may, from time to time, seek to organise an activity funded by the voluntary contributions of the parents of those children involved. The actual operation of such optional activities will depend upon sufficient funds being made available from the parents concerned.

The Governing Body reserves the right to ask for voluntary contributions towards swimming, educational visits, extra curricular school activities and design technology materials. The suggested costs each year will be calculated according to a calendar of pre-planned events for each year group and parent/carers will be given a breakdown of costs.

(iv) Subsidies for school trips

(a) If a student states that he or she cannot go on a school visit due to lack of funds the school will give financial support if one or more the following criteria are met:

- Family on Income Support
- Single-parent family
- On free school meal register
- Recommendation from the class teacher.
- Income-based Jobseekers allowance
- Child Tax Credit, with no working tax credit, at an annual income not exceeding the Threshold (£16190)

- Supported by the National Asylum Support Service (NASS)
- Or parent/carer are in other circumstances of family hardship which would make it difficult for payment to be made.

(b). No Child will be excluded from an activity if parent/carers are unable to contribute, however if there are insufficient funds to provide all the activities, the calendar will be adjusted and fewer activities will be offered.

(c). The Governing Body may from time to time amend the categories of activities for which a charge may be made.

(d). Nothing in this policy statement precludes the governing body from inviting parents to make an additional voluntary contribution towards the cost of providing education for pupils.

Parent/carers can contact the main office requesting an “Enabling Application Form” for financial support.

(v) *Damage or breakage*

Where, as a result of a student’s unsatisfactory behaviour, damage to school instruments, fabric, materials or property occurs, a charge will be levied to enable the damage or breakage to be made good.

(vi) *Charges*

St Bonaventure’s School are obligated to charge for the following activities: residential visits, extra curricular music tuition, extended school provision and school meals. The Governing Body reserves the right to cancel or withdraw a child from any such activities following **non payment** of fees due.

(vii) *Remission*

(i) The cost for board and lodging relating to a residential activity taking place within school hours will be remitted either in full or up to 50% for students who meet the criteria as outlined in section (iv) of this policy.

(ii) Charges for damage or breakage will, at the discretion of the headteacher, be remitted either in full or in part, depending upon the circumstances in which the damage or breakage occurred.

(iii) Remission of any charges to be levied will be made by the headteacher in appropriate circumstances.

(iv) The participation of a student on a residential visit will require the prior approval of the parent or guardian concerned.

(v) The participation of students on visits or trips is subject to the school’s policy on visits or trips.

(vi) Due to administrative and logistical difficulties it will not be possible to provide refunds if a child is unable to attend an individual event due to illness or any other circumstances.

(vii) Charges cannot and will not be made for activities required to fulfil any requirements specified in the syllabus for a prescribed public examination; to the national curriculum; or activities organised specifically to fulfil statutory duties relating to religious education.

This policy has been approved and ratified by the FPH&S sub-committee via power delegated by the governing body on 10 December 2014

Signed (Chair of Committee) Date.....

Signed (Chair of Governors) Date.....

Signed (Headteacher) Date