

St Bernadette Catholic Primary School



Charging Policy

Version	V1.5
Based on Model Policy:	<i>Charging for School Activities</i> , issued October 2014.
Name/Title of responsible committee/individual:	Governing Body
Date issued:	September 2023
Review frequency:	Annually
Target audience:	All Stakeholders

Our Mission Statement, ***“learning to grow in knowledge, faith and love through friendship with Jesus and Mary”***, underpins all that we do at St Bernadette Catholic Primary School.

The Governing Body shall conduct the School with a view to promoting high standards of educational achievement.

St Bernadette Catholic Primary School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

The School will promote the Gospel values together with the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. Staff and governors will actively challenge pupils, colleagues or parents expressing opinions contrary to fundamental British Values, including ‘extremist’ views.

Version	Date	Notes
V1.0	September 2019	
V1.2	October 2020	
V1.3	October 2021	
V1.4	October 2022	
V1.5	October 2023	

Introduction

- 1.1 “The Catholic School has a single Christian vision, an integrated concept of what makes a fully authentic and nature human being ... the curriculum and all its aspects must reflect this fact.” *Evaluating the Distinctive Nature of Catholic Education (CES 1999)*
- 1.2 This policy is based on the DfE guidance, *Charging for School Activities*, issued October 2014.
- 1.3 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

- 2.1 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. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 The following is a list of the types of visits and activities organised by the school, for which voluntary contributions may be requested from parents.
 - visits to museums or other venues;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to or by a theatre company;
 - Musical events.

3. Charging

3.1 During School Hours

- The board and lodging element of all residential trips and visits – at the governing body and heads discretion financial support may be given in the case of pupils whose parents are in receipt of free school meals to support residential and non-residential trips (school will contribute 20%).

3.2 Outside School Hours

Charges may be made for ‘Optional Extras’ defined as falling wholly or mainly outside of school hours provided that the activities are not:

- specifically to fulfil statutory duties relating to National Curriculum; or
- Specifically to fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges. The charges may include an element for:

- A pupil's travel costs (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education, e.g. transport provided in connection with an educational visit)
- A pupil's board and lodging costs, except where the parents are in receipt of income support or family credit
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- The engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

3.3 The school will make its facilities to outside users at a charge. Its scale of charge will be determined annually by the head teacher and governing body and a contract drawn up for each individual user. See Lettings policy for further information and breakdown on charges.

3.4 Damage to property/equipment

The School reserves the right to ask for payment/contribution in the event of any breakage or damage to school property/equipment.

4 Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, there is no charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging and request a voluntary contribution to cover the other costs. Parents who are eligible for Free School Meals at the governing body and heads discretion may be given, financial support. 20% towards the final amount.

5 Music tuition

As a school, we do not ask for parents to contribute towards the music curriculum within school hours.

5.1 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers from the Hertfordshire Music

Service, which sets fees annually. The school administers the collection of fees termly in advance. A half term's notice in writing is required for termination of lessons.

6 Swimming

The school organises swimming lessons for all children in Years 2, 3 & 4. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity; however, a voluntary contribution is requested to cover the cost of swimming tuition and transport to and from the pool.

6.1 By the end of KS2, all children must be confident in swimming at least 25 metres. The school will evaluate this and fund extra lessons using our sports premium funding to those children who need extra support. A voluntary contribution is requested to cover the cost of transport to and from the pool.

7 After School Clubs

A number of after-school clubs are facilitated on school premises but where these are run by external providers a direct charge to parents will be made for the activity.

Where the school is using sports premium to fund after school clubs, a £1 contribution will be requested in advance for the whole term. (delete)

8. Remissions

We will comply with legal requirements for remissions, as outlined throughout this document.

9. Refunds

9.1 Illness

Where a pupil is unable to participate in a school activity due to illness, the school is unable to refund the cost of this trip. Long term and extreme illness will be reviewed on an individual basis.

9.2 Cancellation

In the event of the cancellation of an activity, visit or trip, the school will provide a full refund to parents.

The school reserves the right to exclude a pupil from a trip (or to send a child home from a residential trip, at the parents' expense) if the school's behaviour code is breached. In this event, no monies would be refundable.

9.3 Surplus

Where either a charge has been made or voluntary contributions received and the activity makes an unexpected surplus, St Bernadette School will offer a refund where the surplus is:

- In excess of 5% of the cost

Any refunds will be made via Arbor or in the manner it was paid to school (eg cheque refunded to original payee) as soon as possible after the visit.

10 School meals

No charge will be made for KS2 pupils entitled to free school meals or Foundation and KS1 children entitled to Universal free school meals.

We will charge all pupils without this entitlement an amount determined by Herts Catering Ltd and the school.

Payments will be collected in Arbor. Accounts must always remain in credit to fund school meals. Where negative balances occur a reminder will be sent and a request to provide a home packed lunch until the balance is in credit.

11 Other charges

The head teacher and governing body may apply a 5% admin fee to any trips and visit charges.

10 Monitoring and review

This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.