

St Louis Catholic Academy

“Loving to learn, learning to love”

Charging & Remissions Policy



A. Introduction

A.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences, can make towards the pupils' academic, personal and social education.

A.2 The Governing Body wishes to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional, optional activities.

A.3 The Governing Body adheres to the Department for Education guidance, 'Charging for School Activities' (May 2018) in making its decisions for Charges and Remissions; a copy of this guidance is attached at Annex A.

B. Charges

The Governing Body reserves the right to make a charge for activities organised by the school, in the following circumstances:

B.1 School journeys during the school day: The board and lodging element of any residential visit deemed to take place within the school day.

B.2 Activities outside school hours. The full cost to each pupil of the following activities deemed to be optional extras taking place outside school hours: Breakfast Club, After-School clubs (including TreeTops) and activity classes; lunchtime clubs and activity classes; supervised homework sessions; theatre visits; sports meetings; residential visits which include an overnight stay.

B.3 Instrumental music tuition with peripatetic teachers on the school site;

B.4 Materials, instruments, etc. The cost of purchase or hire of instruments, materials, equipment or clothing (or the provision of them by parents) for the following activities: Art, Craft, Design, Technology, Music, PE & Year 6 revision guides for Numeracy & Literacy.

B.4.1 The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

B.5 General. The Governing Body may, from time to time, amend the categories of activity for which a charge is made. Nothing in this statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for the pupils.

C. Remissions

C.1 Where the parent of a pupil is in receipt of Income Support, Family Credit or Jobseekers' Allowance, the Governing Body will remit in full the cost of board and lodgings for any residential activity that it organises for the pupils – if the activity is deemed to take place within school hours or where it forms part of the syllabus for a prescribed public examination.

C1.1 Application may be made, on behalf of individuals or families, to local or national charitable institutions for assistance in meeting this remission of charges.

C.2 Additionally, there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body invite parents to apply in writing in confidence to the Head of School for the remission of charges in part or in full. Authorisation of remission can only be made by the Head of School considering the specific individual family circumstances, in consultation with the Chair of Governors.

D. Swimming tuition

D.1 The Governors reserve the right to request a voluntary contribution from parents, not exceeding the cost incurred from the provider, for the provision of swimming lessons to children.

D.2 In the academic year 2018-2019, the suggested voluntary donation will be £60.55 per child. This charge covers group tuition provided by Suffolk Norse swimming teachers, entrance to and use of the swimming pool and changing facilities once per week over the school year.

D.3 Where the parent of a pupil is in receipt of Income Support, Family Credit or Jobseekers' Allowance, and the pupil qualifies for the Pupil Premium payment, the Governing Body may remit in full the cost of the swimming lessons.

E. Treetops Breakfast & After School Club

E.1 In the academic year 2018 – End of Spring Term 2019 the charge will be;

- £3.50 per pupil per Breakfast session;
- £6.00 per pupil per After School single session, 3.20pm - 5.00pm;
- £9.00 per pupil per After School double session, 3.20pm - 6.00pm;
- There is also a £5.00 administration charge per family, payable once a year.

E.2 From Summer Term 2019, to cover rising costs since previously set in 2014, the charge will be:

- £4.00 per pupil per Breakfast session;
- £7.00 per pupil per After School single session, 3.20pm – 5.00pm;
- £10.00 per pupil per After School double session, 3.20pm – 6.00pm;
- The administration charge per family, payable once a year, will remain at £5.00.

F. Rental of school rooms for clubs

F.1. Further to paragraph B.3., from January 2019, the Governors will levy a charge to all external individuals or organisations using school facilities and rooms to run clubs for which they charge our children. This is to contribute towards the costs of heating, lighting, maintenance, cleaning, insurance and administration to the school, balanced against the benefit to our children. This will necessarily include Peripatetic Music teachers, Premier Sport, and any external clubs which charge our

children. From January 2019, the charge will be £10 per week per external club or individual, payable termly in advance via invoice; this payment can cover multiple sessions in one week.

G. Review

This policy will be reviewed on an annual basis in light of guidance from the Department for Education and/or Our Lady of Walsingham Catholic Multi-Academy Trust.