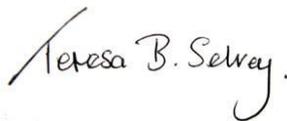


St Louis Catholic Academy, Newmarket
Part of Our Lady of Walsingham Catholic Multi Academy Trust

Learning Together in Faith



Charging and Remissions Policy

Approved by the Committee/Governing Body	14-10-2020
Signature of Chair of Governors	Kathleen Das & Charles Dore
Signature of CEO OLOW	
Review date	October 2022

MISSION STATEMENT

Our school strives to be a living Christian Community which values and nurtures each individual through a sound education and encourages responsible attitudes towards our changing world.

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 will 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. Treetops Breakfast & After School Club

This service is self-funding and fees are set annually to maintain this business model. The charging sessions are:

- Breakfast 7.50am to 8.40am.
- After School single session, 3.20pm - 5.10pm.
- After School double session, 3.20pm - 6.00pm.

E. Rental of school rooms for clubs

- E.1. 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, sports clubs operated as a business, and any external clubs, which charge for attendance.
- E.2. The Governors will offer an alternative option to this payment by asking that 10% of tuition places are allocated to disadvantaged children from our school. This will enable children to access clubs where social disadvantage would previously be a barrier. Disadvantaged children would be from families eligible for free school meals. These are families in receipt of:
- Income Support
 - Income-based Job Seeker's Allowance
 - Income-related Employment and Support Allowance
 - Guarantee element of State Pension Credit
 - Child Tax Credit but **no element of Working Tax Credit** and have an annual income (as assessed by HM Revenues & Customs) that does not exceed £16,190
 - support under Part VI of the Immigration and Asylum Act 1999
 - Working Tax Credit during the four-week period immediately after your employment finishes or after you start to work fewer hours per week
 - Universal Credit (provided you have an annual net earned income of no more than £7,400 (£616.67 per month), as assessed by earnings from up to three of your most recent assessment periods).

The schedule of charges are as follows:

Activity	Room hire	Alternative contribution
Sports activities in school hall	10% of income fee	10% of attendees who are registered as disadvantaged are offered free places
Sports holiday clubs in school hall, outdoors and in classrooms		
Outdoor sports clubs		
Music tuition		
Language teachers		
Extracurricular activities that reflect the school ethos and values		

F. Review

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

Reviewed or recirculated