



CHARGING AND REMISSIONS POLICY

Policy Co-ordinator: Mrs Helen Armstrong

Links to our Mission Statement

'During the day to day life of our school, and in all aspects of the curriculum, we promote gospel values.'

'Everyone within our community is encouraged to strive for the highest standards of personal, social and intellectual development.'

The Governing Body recognises that it is important to provide every child with a wide range of additional activities including clubs, trips and residential experiences. These activities make a valuable contribution to a pupil's personal and social development. The Governing Body will promote and provide these activities as part of a broad and balanced curriculum for pupils and as additional optional activities.

Whilst we aim to make the minimum number of requests for money from parents/carers, the Governing Body reserves the right to make a charge in the following circumstances:

School Trips - some of the extra activities that we try to organise can prove too expensive to be provided from school funds, such as residential trips from which our children benefit. Most of the cost of these trips contains two elements:

- ❑ **the cost of food and accommodation** from which some parents/carers receiving certain benefits can claim exemption;
- ❑ **the cost of transport or provision of activities that largely take place in school hours** for which we can only ask for voluntary contributions.

For each trip a letter will be sent home with those children within the age group eligible to take part, containing information on the purpose of the activity and the approximate breakdown of costs. At the end of each letter will be a slip to return to the school requesting a place for your child and indicating willingness or otherwise to make a voluntary contribution.

It is the Governors' wish that no child should miss out on any activity because of lack of funds. All requests for financial help are kept strictly confidential.

Where parents/carers of a pupil are in receipt of certain benefits the Governing Body can remit in full the cost of food and accommodation for any residential activity if the activity takes place within school hours and forms part of the syllabus of the National Curriculum. This remission is subject to the level of funding received from the Education Funding Agency and the demands that this remission places on the school's own finances.

If families are experiencing financial difficulty and this may prevent a pupil taking part in particular activities for which a charge is made, they should not hesitate to see the child's class teacher or Headteacher. In case of difficulty the school will pay for a child's educational visit.



Special Materials - we will continue to ask parents/carers to make a voluntary contribution towards the cost of cookery materials where the finished produce is to be taken home.

In other craft activities a contribution will only be sought towards the cost of the more expensive materials.

Music Tuition – the costs of this is paid by the parents/carers.

French Club – this is run by 'Le Club Francais'. There is a letting agreement between the club and the school, and the club is invoiced termly for the use of two classrooms. Parents/carers pay the club directly for the cost of the lessons.

Tennis – this is run by East Dorset Lawn Tennis and Croquet Club. There is a letting agreement between East Dorset Lawn Tennis and Croquet Club and the school, and the club is invoiced termly for the use of the school hall. Parents/carers pay the club directly for the cost of the lessons.

Football Clubs – these are run during school holidays and sometimes during term time by Poole Sports Centre. There is a letting agreement between Poole Sports Centre and the school, and Poole Sports Centre are invoiced after each course for the use of the playing field. Parents/carers pay Poole Sports Centre directly for the cost of the course.

REMISSIONS POLICY

In accordance with the Education Reform Act 1988 the Governing Body of St. Mary's will remit all charges for board and lodging on school activities for those children whose parents/carers are in receipt of certain benefits. We are always grateful for contributions towards the travelling costs. Please contact the school for further details.

BREAKAGES

The school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.

Date: June 2017

Review Date: June 2019