

## **ST. ANNE'S CATHOLIC PRIMARY SCHOOL, BUXTON CHARGING AND REMISSIONS POLICY STATEMENT 2013**

The Governors of St. Anne's School have prepared the following statement of their Charging and Remissions Policy. In the statement the term 'parent' includes carers, guardians, foster parents, step-parents etc.

### **Pupils**

1. There shall be no charge for admission to the roll of the school.
2. Any education during normal school hours will be free of charge. However, the Governors have the discretion to charge for any music or sport tuition provided by peripatetic staff, not only for individual tuition but also for tuition for groups. The Governing Body may bring outside tutors into the school during school hours at a charge to parents. However, if this tuition forms part of the National Curriculum, prescribed exam charges will be remitted.
3. Any activities organised by the school, which occur wholly outside school hours and which are not an essential part of the curriculum, may be charged for at the discretion of the Governors. If an activity takes place both in and out of school hours, then the Governors may make a charge if less than 50% of the activity takes place during school hours.
4. For certain types of educational activities which take place during the school day (e.g. class visits), parents will be asked for a voluntary contribution in advance. If, as a direct consequence of a number of parents not paying, the voluntary contributions received do not substantially cover the cost of the activity/event, it may be cancelled and all monies returned. However, no child will be placed at a disadvantage because of a parent's inability to pay.
5. For residential/activity courses provided as part of the school curriculum, parents are required to meet the full cost, except for those children whose parents receive income support/prescribed tax credits\*. For residential/activity courses that take place mainly or wholly outside school hours and which are not part of the National Curriculum, parents will be expected to meet the full cost.
6. Where ingredients/materials are provided for practical subjects, parents will be encouraged, as at present, to provide the materials, but no child will be disadvantaged because of a parent's inability to pay.
7. Parents will be expected to pay the cost of replacement or repair to school books, materials, equipment and fittings lost, broken, damaged or defaced by their children where this is the result, directly or indirectly, of their behaviour.
8. Where an outside agency supplies items for parents via the school, e.g. photographs, then parents will be expected to meet the full cost of the items.

Any queries or complaints arising from any of the above shall be dealt with by the Headteacher, with reference to the Governing Body when necessary.

## **Staff**

Staff will be expected to pay for the cost of any private telephone calls made on the school's telephone system. At present, the cost of such calls will be charged at 10p per minute. If the call is an international one, staff members will be expected to pay the charge for the call as specified in the relevant 'phone bill. The Governing Body reserves the right to alter these charges as and when appropriate.

Private usage of the photocopier will be allowed, subject to the agreement of the Headteacher. All private copying to be done on the main photocopier in the administration area. At present, the cost of such copying will be charged at the following rate per sheet:

A4 black & white 5p

A4 colour 10p

A3 black & white 10p

A3 colour 15p

The Governing Body reserve the right to alter this charge as and when appropriate. They expect the Headteacher to arrange an appropriate method of collecting such monies.

## **Lettings**

The Governing Body has adopted the Derbyshire County Council yellow booklet 'School Premises Letting' for any lettings/hire of the school premises. All lettings/hire will be dealt with, and charged, in accordance with the yellow book.

\*ref: Regulation the Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005 and 2011.

The Governing Body reserve the right to review and amend the above policy as, and if, necessary.

**This policy was reviewed on 24<sup>th</sup> June 2013 and has been impact assessed in the light of all other school policies including the Disability Equality Scheme.**

**Reviewed April 2001**

**Reviewed July 2002**

**Reviewed June 2003**

**Reviewed February 2005**

**Reviewed June 2006**

**Reviewed June 2007**

**Reviewed June 2008**

**Reviewed June 2009**

**Reviewed June 2010**

**Reviewed July 2011**

**Reviewed June 2012**

**Reviewed June 2013**