

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL

CRAYFORD

**GOVERNORS CHARGING AND
REMISSIONS POLICY**

NOVEMBER 2011

To be reviewed: November 2012 - Finance

Mission Statement

The teachers and governors of St. Joseph's provide a broad, balanced curriculum to enable each child to achieve the highest standards of education in a Catholic ethos.

THE AIMS OF ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL ARE:

- to nurture the uniqueness of each individual as a member of God's family
- to ensure that the Catholic faith is at the heart of the whole school experience
- to create a well ordered supportive environment in an atmosphere conducive to learning where every child feels confident and safe.
- to create an atmosphere of reconciliation, where pupils can accept the consequences of their own actions, and be encouraged to make more responsible future choices
- to deliver a relevant curriculum with equal access for all pupils
- to encourage and support each child to achieve the highest standards of which they are capable
- to encourage each child to become a concerned compassionate member of society determined to promote justice and peace
- to promote good working relationships based on mutual cooperation and trust
- to provide a welcoming place for parents
- to work in harmony with the parish and the local community.

ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL, CRAYFORD GOVERNORS CHARGING AND REMISSIONS POLICY

The Governors at St. Joseph's School have agreed to adopt the following policy with regard to charging for school activities. The cases in which these charges will be remitted are also set out. Unless the Governors have adopted and published a policy, parents cannot be charged for school activities.

Education provided wholly or mainly within school hours will be free of charge, unless there is an additional expense linked to the educational activity. On these occasions a request will be made for parents to make a voluntary contribution to subsidise the activity. If parents are unable or unwilling to pay the child will not be excluded from that activity, but if insufficient contributions are forthcoming the activity may be cancelled. This educational provision includes transport between the school and any other place where education is provided and includes the cost of travel and tuition on a school trip or visit taken wholly or mainly within school hours. The school's hours are set out in the school prospectus.

Outside school hours, no charge will be made for activities which fulfil specific requirements of the syllabus (National Curriculum and Religious Education) except in the case of the board and lodging element for a school journey involving an overnight stay. However, this charge will be remitted for any pupil whose parents are in receipt of Income Support or Child Tax Credit.

Charges may be made for optional extras provided wholly or mainly outside school hours (for example a school journey or visit) where the cost of travel, board and lodging and any other provision may be charged. (Board and lodging in this case is not the subject of remission for parents receiving Income Support or Child Tax Credit).

Educational materials will be free of charge unless, in a practical lesson (for example craftwork), a parent has indicated in advance a wish to own the finished product. In this case, the cost of materials will be charged.

Individual musical tuition, including the hire cost of instruments, where not part of the syllabus, may incur charges. Where charges are made, parents will not be asked to pay more than the cost of the actual provision for their child.

N.B. The Charging and Remissions Policy only relates to the provision of Education within the school. However, in the future parents may be asked for recompense where damage is caused by a child. Therefore breakage or damage caused to school property, equipment and materials, including the loss or replacing of books, caused by a pupil's misbehaviour may incur a charge equal to the cost of repair or replacement as new. Parental requests for records, policies or general school information will be charged at the nominal amount of 20p. per photocopied sheet.

Review Date: November 2012

Signed: **Date:**
Chair of Governors