St Jude's Catholic Primary School and Pre-School

Fareham, Hampshire

Charges and Remissions Policy

"Achieving together in God's love."

Prepared by:	**SBM**
Approved by:	**FGB**
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Next Review due: November 2027

Introduction

St Jude's Catholic Primary School offers a broad and balanced curriculum aimed at meeting the needs of all children, thereby ensuring that they enjoy their education and achieve their full potential. The school's Governing Body recognises that additional activities, beyond those specifically required by the curriculum, can make a valuable contribution towards pupils' wider education and should be provided wherever possible and affordable. However, Governors have to be mindful of two particular responsibilities which constrain the provision of such additional activities:

- Their responsibility to use the school's limited financial resources to the maximum benefit of all the children in the school; and
- Their responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances

Covering the Cost of Activities

By law, we cannot charge for any educational activities provided during school hours or for any such activities provided outside school hours if they are part of the national curriculum, or part of religious education. However, it is also likely that the school budget will not be able to fund the activity either. In these cases the school is allowed to ask for voluntary contributions to allow the activity to go ahead. Such activities may include (amongst others):

- Travel for Educational Visits
- Board and Lodging on Residential Visits
- Finished products from art, craft and technology that are sent home

Voluntary Contributions

In order to pay for educational visits or other activities for which there is no school budget, parents will therefore be asked to contribute to the costs, on the clear understanding that:

- no child will be omitted from the activity by inability to contribute; but that …
- activities will not take place if adequate funds are not forthcoming.

To summarise - if insufficient voluntary contributions are raised to fund a visit, and there is no funding available from any other source, it will be cancelled. However, no child will be excluded from any activity simply because his or her parents are unable to contribute; all children, irrespective of parental contributions, will be given an equal chance to go on any visit.

Financial assistance

Where, in the judgement of the headteacher, an educational opportunity (e.g. visit, or residential trip) might otherwise be denied to a child because their parents are unable to contribute to the cost of such a trip or visit, some financial assistance ***may*** be provided from school funds (within financial limits set by the Governing Body each year). Where such assistance is agreed, parents will normally be expected to make some (limited) contribution towards the cost of the trip. Any parent wishing to take advantage of such financial assistance should speak directly with the headteacher who will deal with the matter in total confidence.

Exemption from charges

Parents will be able to apply for financial aid with paying the cost of board and lodging for Residential Trips if they can prove that they are in receipt of one of the following benefits:

- Universal Credit
- support under Part VI of the Immigration and Asylum Act 1999
- are in receipt of income-related Employment and Support Allowance
- receive the guarantee element of Pension Credit
- meet criteria set out in separate guidance for families with no recourse to public funds

Pre-School Fees

At St Jude's Pre-School, we value our relationship with parents/carers and have an agreed payment system.

Parents will be issued with an invoice at the beginning of each term detailing fees due. All booked sessions must be paid for. In order to prevent parents from falling behind with payments, we request that 50% of the invoice is paid by the end of the first half term and the remainder is paid towards the end of the term. All amounts outstanding must be settled one week before the end of term and email reminders will be sent via the school office.

If additional sessions are booked on an ad hoc basis, these must be paid for at the time of booking.

Payments can be made by any of the following methods:

· Online using Tucasi - https://www.scopay.com/login

Parents will be provided with login details when their child starts pre-school.

· Government Tax-free Childcare arrangement.

· Cash - Fees can be paid in cash at the school office.

If a child is off sick or in hospital for a long period of time then the setting, at the discretion of the School Business Manager, may waive fees for this time.

If we are forced to close for any reason such as snow, then we will issue a voucher for credited hours to be used at a later date.

One month's notice is required for children leaving St Jude's Pre-School. If fees are owed, this amount will be invoiced and payable prior to the child leaving the setting.

If a child is collected late at the end of their booked session, there will be a charge of £1 per minute for every minute that the child remains in the session.

Should a parent/carer have difficulty paying their child's fees on time, they should speak in confidence to the School Business Manager

Wraparound Care Fees

Parents will be issued with an invoice at the beginning of each term detailing fees due. All booked sessions must be paid for. In order to prevent parents from falling behind with payments, we request that 50% of the invoice is paid by the end of the first half term and the remainder is paid towards the end of the term. All amounts outstanding must be settled one week before the end of term and email reminders will be sent via the school office.

If additional sessions are booked on an ad hoc basis, these must be paid for at the time of booking.

Payments can be made by any of the following methods:

· Online using Tucasi - https://www.scopay.com/login

Parents will be provided with login details when their child starts pre-school.

· Government Tax-free Childcare arrangement.

· Cash - Fees can be paid in cash at the school office.

Visiting artists, contributors or other activities in school

The school will sometimes arrange in-school visits or activities to enhance the curriculum and again the school may ask for a voluntary contribution to cover the charges that are levied by such visitors. As with all requested voluntary contributions, the inability or unwillingness of a parent to contribute will not cause any child to be excluded from the activity, but if there are insufficient contributions the activity will be cancelled.

Summary

Although most aspects of education are provided free of charge, contributions from parents may be requested for certain special activities and the provision of the planned activity will depend on there being a sufficient level of financial support from parents. On no account, however, will any child be excluded or penalised should a voluntary contribution not be forthcoming.