



Oratory R.C. Primary and Nursery School

'Shine as to be a light to others'

Charging and Remissions Policy

Last Review Date of this Policy:	Date of this Policy:	Reviewed by:	Date to be ratified by FGB	Date for next review:	Review Frequency
October 2016	September 2018	Strategic Leadership Team Sept 2018	September 2018	September 2020	Annual
How will Governors assure the Oratory community that this policy is being implemented:		<ul style="list-style-type: none"> The Pay, Finance and Staffing Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. 			

Mission Statement

‘Shine as to be a light to others’

Blessed John Henry Newman

Our School’s Mission

At the Oratory R.C. Primary and Nursery School every aspect of school life is founded on Gospel Values. Our choice of Mission Statement, “Shine as to be a light to others”, is inspired by the writing and teaching of the Blessed John Henry Newman, an advocate of personalised learning, and of Saint Philip Neri, who believed that “cheerfulness strengthens the heart and makes us persevere in a good life; therefore the servant of God ought always to be in good spirits.”

We are committed to providing a safe, nurturing and happy immersive learning environment, based upon the living tradition of the Church, drawing continually upon current educational research.

Our School prepares children to meet the opportunities and challenges of life in contemporary Britain and within a fast changing technological and globalised world through an innovative curriculum that is tailored to meet the needs of all.

A community of lifelong learners, our School and Governing Body work in close partnership with: our families, the Fathers and Brothers of the Oratory, our local parish, the local and wider community, and external consultants. We work together to enable all to fulfill their spiritual, academic, emotional and social potential. We are a team, and together we make a difference.

Our School’s Vision

Christ is at the centre of all we do.

Our School is a learning community for all: pupils, staff, governors, parents and carers, outside agencies, and the local and wider community.

Ours is a strong culture of unconditional support for one another’s learning, where all listen respectfully and welcome constructive criticism and challenge.

We offer a vibrant and exciting curriculum and learning experience, ensuring that all pupils, from whatever point they start on entering our School, make at least good progress.

We aim to help our children discover and develop their God-given talents and to encourage them to grow in responsibility for themselves and for others.

We believe that everyone has a right to equal access and opportunity, and equal freedom to work and learn, and freedom from unjust discrimination and from prejudice.

Our practices promote the right of all to participate in school life by actively promoting equality and social inclusion without distinction of culture, religion, language, ethnic background or race.

Our School’s context and culture

Our School mission is based on the belief that every human being is a unique person created in the image and likeness of God, with a God-given potential for growth and an eternal destiny in heaven. Our staff have a special vocation to make sure that all our children receive the very best

educational experience in order to grow in the love and knowledge of God, their neighbour, themselves and the created world.¹ We see this as integral to our Catholic ethos.

As a school we work together to embed and sustain this ethos. The word “ethos” can be defined as: “a way of living, behaving and doing things by people who, though diverse, follow common values and are linked by a shared vision of life.”⁵ Our School’s Catholic ethos promotes and helps to shape a strong set of values.

We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

CHARGING AND REMISSIONS POLICY

Every child with his/her individual needs and gifts is a unique gift from God.

All members of staff, governors and teaching assistants accept responsibility for ‘socially disadvantaged’ pupils and are committed to meeting their pastoral, social and academic needs within a caring Catholic environment. This is an essential, integral part of the spiritual development of the whole school community. As with every child in our care, a child who is considered to be ‘socially disadvantaged’ is valued, respected and entitled to develop to his/her full potential, irrespective of need.

The Law

The Education Reform Act 1988 requires all Governing Bodies to have a clearly defined policy on Charging and Remissions and the Education Act 1998 clarifies the law on charging. The legislation restricts the activities for which charges can be made and makes provision for the remission of charges, specifically for the provision of board and lodging costs in respect of school visits and journeys.

Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents’ / carers’ financial means. This charging and remissions policy describes how we do our best to ensure that a wide range of visits and activities are offered, and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of these opportunities.

Relationship to other policies

The policy compliments the school’s Equality Policy, Pupil Premium Policy, Educational Visits policy and Teaching and Learning policy.

Roles and responsibilities of Head Teacher, other staff and governors

The Head Teacher, staff and governors will ensure that the following applies:

1. *No charges will be made for*

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
- Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2. Activities for which charges may be made

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils who are eligible for Free School Meals or have parents / carers are in receipt of certain benefits may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above).
- Music tuition – for individuals or groups of any appropriate size.

Charges will be made as indicated below. Parental / carer agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will be made for loss of reading books, reading diaries and homework diaries if lost / misplaced more than once.	The charge will be no more than the actual cost incurred by the school.	
Charges will be made for wilful damage to school property and equipment	For example on evidence of vandalism.	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Charges will be made for school dinners	The payment must be made on Monday each week in advance.	Pupils entitled to Free School Meals with prior agreements and arrangement by the LA
Charges will be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups	Pupils entitled to Free School Meals
Charges will be made for attendance at Breakfast Club: 8 – 8.50am	By arrangement with the head teacher.	Arrangement with the Head Teacher

3. Voluntary Contributions

The Head Teacher or Governing Body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary, though, and the pupils of parents/carers who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Examples of activities for which a voluntary contribution may be asked include:

- Theatre company visits to the school
- Out of school sports / music clubs
- Cycling proficiency run by the school

4. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

- Income support
- Income-based Jobseeker Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on (paid for the 4 weeks after you stop qualifying for Working Tax Credit)
- The guaranteed element of State Pension Credit
- Universal Credit

5. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents / carers in particular circumstances.

Additional categories of parents / carers may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

6. Additional considerations

The Governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents / carers can plan ahead
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

Arrangements for monitoring and evaluation

The Pay, Finance and Staffing Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.