

# Saint Norbert's Catholic Academy

## Charging Policy

Date Adopted: Advent 2020

Date of Review: Advent 2021



**ST. NORBERT'S**  
CATHOLIC PRIMARY SCHOOL

### **Our Mission Statement**

**St. Norbert's strives to nurture and develop the whole child through  
a  
Love of God  
Love of one another  
Love of life itself**

*Article 3- The best interests of the child must be top priority in all actions  
regarding children.*

## **1. Introduction**

1.1 The law allows the Local Governing Board of St Norbert's Catholic Academy to charge parents for some school activities and compels it to have a charging policy (Education Act 1996). As a Catholic Academy our Christian ethos will always be reflected in the form of assistance given to families and no child will be deprived of opportunities as a result of financial hardships. This policy reflects the statements in the Academy Mission Statement.

The Governing Board of St Norbert's Catholic Academy School and the Authority will comply with the provisions of the 1996 and 1988 Education Acts with regard to charges for education and related matters.

### **Aims**

- To maintain the right to free Academy education
- Enable all pupils to take full advantage of the activities provided by the school

### **Objectives**

- To ensure that activities offered in Academy time should be available to all pupils regardless of their parent's ability or willingness to help meet the cost.
- To identify those activities for which charges may be levied.
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the Academy in support of any activity organised by the Academy either during or outside Academy hours
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated
- To ensure that the operation of the policy is systematically reviewed and the findings acted upon.

## **2. Voluntary contributions**

2.1 When organising Academy trips or visits which enrich the curriculum and educational experience of the children, the Academy invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in an Academy trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the Academy pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The Academy provides this information on request.

2.3 The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- visits to the theatre
- residential trips
- musical events
- visits to farms
- specialist visitors into school

- in Academy performers

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents where possible.

### **3. Residential visits**

3.1 If the Academy organises a residential visit in Academy time or mainly Academy time, which enriches the curriculum and educational experience of the children, we do make a charge to cover the costs of board and lodging, travel expenses and entry fees. We do not charge for staff or educational materials.

#### Board and lodging

We will charge pupils an amount up to the full cost of board and lodging on any residential whether it is classified as taking place within or outside Academy hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging. (Remission includes Pupil Premium)

#### Travel

If the residential is classified as being within Academy hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. Where the residential is classified as being outside Academy hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

#### Activities on residential

If the residential is classified as being within Academy hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside Academy hours, a charge will be made for the educational activities provided.

### **4. Music tuition**

4.1 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year.

### **5. Swimming**

5.1 The Academy organises swimming lessons for all children in Key Stage 2. These take place in Academy time and are part of the National Curriculum. We ask parents to make a voluntary contribution towards the cost of providing this aspect of the curriculum. We inform parents when these lessons are to take place and the costs involved.

### **6. Outside organisations**

6.1 Pupils taking part in activities out of Academy hours which are provided by outside agencies will be required to fund the activity fully.

### **7. Refunds**

7.1 Where an activity is chargeable to the parent and the pupil has been unable to attend as a result of an Academy activity arranged for the same time, no charge will be made.

7.2 Where an activity is chargeable to the parent and the Academy has been previously informed of a change in time/date by an instructor/teacher and this is not communicated by the Academy to the parent, resulting in a missed lesson, no charge will

be made.

Where a 'booking' arrangement requiring a deposit of full payment is made this will be subject to the booking arrangements of the provider. For example, withdrawal from a residential at short notice cannot be refunded unless covered under the agreement with the residential centre.

7.3 Specific activities may have individual refund policies which will be made clear to parents at the time

#### **8. Damage to property and breakages**

Academy will seek reparation from parents for damage pupils may cause to property. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of Academy property. This will be determined by the Headteacher. We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the Academy has been charged. This will be determined by the Headteacher.

#### **9. Universal Infant Free Academy Meals and Provision of Milk**

Since September 2015, children in early years and key stage 1 are entitled to a free lunch. Lunch provision for key stage 2 children is available but parents book and pay for these directly with the outside provider.

Since January 2015, schools must provide milk to children. This is provided free of charge of children under the age of 5 years. All other children have the option to book and pay for milk for break-time directly with the outside provider.

All children who are entitled to Free Academy Meals will be provided with free lunch and free break-time milk, as required.

#### **10. Miscellaneous Charges**

From time to time, the Academy is asked to produce documents for use which is not required for the purposes of running the school, e.g. through Freedom of Information requests, confirmation of attendance, etc. On these occasions, the Academy may ask for a contribution towards the costs involved in producing such documents.

#### **Policy implementation, monitoring and evaluation**

It is the responsibility of the Headteacher to implement this policy. Any shortcomings of the policy will be noted and recommendations for revisions put forward to governors.

The policy will be monitored twice a year in staff meetings, the recommendations, if any, going to governors. Any immediate shortcomings to be addressed at the time.

Signed \_\_\_\_\_

(Headteacher)

Signed \_\_\_\_\_

(for and on behalf of the Local Governing Board)

Date \_\_\_\_\_