

**ST TERESA'S RC PRIMARY SCHOOL**  
**www.st-teresas.merton.sch.uk**

# Charging & Remissions Policy



*St. Teresa's*  
*R.C. Primary School*

## **St Teresa's RC Primary School**

Montacute Road  
Morden  
Surrey  
SM4 6RL

**For enquiries please contact:**  
**Mr Justin Dachtler**  
**Headteacher**

**Tel: 0208 648 1846 fax: 0208 715 1757**  
**e-mail : [school@st-teresas.merton.sch.uk](mailto:school@st-teresas.merton.sch.uk)**

Item	Authority Charging Policy	Authority Remissions Policy
Education provided during school hours	Education provided by any maintained school for its registered pupils during school hours should be free of charge. The school will pay for any ingredients, materials, equipment, etc, needed for practical studies, however voluntary contributions will be requested and where parents indicate in advance the wish to own the finished products, then the school will charge or require the supply of ingredients and materials.	
Education provided partly during school hours	<p>Examples to determine if activity is during school hours or not:</p> <ul style="list-style-type: none"> <li>- A non-residential activity is deemed to take place during school hours if 50% or more of the period spent on the activity occurs during school hours. Time spent on travel counts for the calculation only if the travel itself occurs during school hours.</li> <li>- Where less than 50% of the time spent on a non-residential activity falls during school hours, the activity is deemed to take place outside school hours.</li> <li>- A residential activity is deemed to take place during school hours if the number of school sessions missed is 50% or more of the number of half days taken up by the activity – including travel.</li> <li>- If the number of school sessions missed by the pupil is less than 50% of the number of half days taken by the activity, it is deemed to take place outside school hours.</li> <li>-</li> </ul>	
Education provided outside school hours	<p>No charges will be made for education, or associated incidentals provided wholly or mainly outside school hours for pupils where the education is provided;</p> <ul style="list-style-type: none"> <li>- To fulfil any requirements specified in the syllabus for a prescribed public examination;</li> </ul>	<p>Any family in receipt of family credit, income based on job-seeker's allowance or income support is entitled to claim full remission.</p> <p>It is at the governing body's discretion to extend the</p>

	<ul style="list-style-type: none"> <li>- Specifically to fulfil statutory duties relating to the national curriculum; or</li> <li>- Specifically to fulfil statutory duties relating to religious education.</li> </ul> <p>In these circumstances, the only charges which may be made related to the cost of board and lodging on residential visits.</p> <p>Otherwise charges may be levied to cover the costs.</p>	<p>remissions policy to cover other pupils who circumstances warrant special consideration.</p> <p>Where the governing body remits a charge or provides a subsidy to a pupil, the funding will come from funds available to governing body or voluntary fund raising.</p>
Board and Lodging on residential visits	<p>Where a school activity involves pupils in at least one night away from home, LEAs and governing bodies are permitted to make a charge for board and lodging.</p> <p>Any charge made must not exceed the actual cost of providing board and lodging for an individual pupil.</p>	<p>Any family in receipt of family credit, income based on job-seeker's allowance or income support is entitled to claim full remission.</p> <p>It is at the governing body's discretion to extend the remissions policy to cover other pupils who circumstances warrant special consideration.</p> <p>Where the governing body remits a charge or provides a subsidy to a pupil, the funding will come from funds available to governing body or voluntary fund raising.</p>
Individual instrumental music tuition	<p>Charges will not be made in respect of tuition forming part of the syllabus for a prescribed public examination or required by the National Curriculum.</p> <p>Charges will be made for tuition in playing a musical instrument where the tuition is provided either individually or in groups of not more than four pupils. The charge will include the cost of the teacher giving the tuition as well as the cost of the sheet music and may include the hire and insurance of a musical instrument.</p> <p>The charging provision do not apply to tuition in singing.</p>	<p>Any family in receipt of family credit, income based on jobseeker's allowance or income support is entitled to claim full remission.</p> <p>It is at the governing body's discretion to extend the remissions policy to cover other pupils who circumstances warrant special consideration.</p> <p>Where the governing body remits a charge or provides a subsidy to a pupil, the</p>

	<p>Merton Music Foundation (MMF) is a third party, independent of the LEA or governing body, arrange music lessons in Merton schools during school hours. MMF levy charges direct on the parents in return for the services. Any remission of charges is decided and funded by MMF.</p>	<p>funding will come from funds available to governing body or voluntary fund raising.</p> <p>If MMF is contracted, then any remission of charges is decided and funded by MMF.</p>
Optional Extras	<p>Charges will be made for all optional extras.</p> <p>An activity which takes place during school hours cannot, by definition, be an optional extra except for individual tuition in playing a musical instrument.</p> <p>The cost for optional extras cannot exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The charges may include an appropriate element for:</p> <ul style="list-style-type: none"> <li>- A pupil's travel costs</li> <li>- A pupil's board and lodging</li> <li>- Materials, and other equipment</li> <li>- Non-teaching staff costs</li> <li>- Entrance fees</li> <li>- Insurance costs</li> </ul> <p>The body funding the activity is free to determine whether any charge should be made for it, and if so, how much should be charged and to whom, subject to the overriding factor that the charge must not exceed the actual cost.</p>	<p>It is at the governing body's discretion to extend the remissions policy to cover optional extras.</p>
Public Examinations	<p>Parents should be asked to meet the costs of scrutinising examination results where the request for scrutiny came from the parents.</p> <p>The costs of enter to non-prescribed examinations should be charged to parents.</p> <p>Parents should be asked to pay the fee where a pupil has failed, without good</p>	<p>No remission</p>

	<p>cause, to complete public examination requirements.</p> <p>The cost of entering a pupil for a prescribed public examination for which he or she has not been prepared by the school should be passed on to the pupil or his parents, e.g. re-sits of prescribed public examinations where no further preparation has been provided by the school.</p>	
Transport	Parents should be asked to meet the costs in the case of transport not provided by the LEA or school for attendance at an approved activity, e.g. work experience.	No remission
Breakage's & Fines	Parents will be asked to pay for the cost of replacing items broken, defaced, damaged or lost where this is the result of a pupil's behaviour.	No remission