St Philip Howard Catholic Primary School

Charging & Remissions Policy

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The governors wish to ensure that all children have access to all areas of the life of the school, regardless of the parents/carers ability to pay.

The Westminster Diocese Building Fund

St Philip Howard Catholic School is a Voluntary aided school under the trusteeship of the Diocese of Westminster. The daily running costs are met by the Authority, but as a Voluntary Aided school, the governors of St Philip Howard, on behalf of the Diocese, are responsible for 10% of the cost of the upkeep of the exterior of the fabric of the school building and any building projects.
The governors ask parents for help in raising funds for this purpose, in particular by contributing to the school's building fund. The governing body ask for a contribution of £35 for 1 child; £55 for two children with a maximum of £70 from a family.

During School Hours
In the event of activities organised by the school during school hours, parents may be expected to pay for the following:

- individual or group music tuition
- the board and lodging element of all residential visits
- activities arranged by a third party such as a travel agent or tour company.

Outside School Hours
Charges may be made for optional courses or activities which fall wholly or mainly outside school hours. This may not include any activity which is required by the National Curriculum or to fulfil statutory duties relating to Religious Education. Charges made for such activities may include an element for:

- pupils' travel costs
- pupils' board and lodging costs
- materials, books, instruments or other equipment
- non-teaching staff
- entrance fees to museums, theatres etc
- insurance costs.

Hirings
If an invoice is not paid by a hirer this may result in the hirer not being able to use the school premises until the invoice is paid.

Voluntary Contributions
The school may seek voluntary contributions for activities falling outside those described where charges may be made. Parents will be informed early in each school year that the following apply:

- such contributions are voluntary
- pupils will not be treated differently according to whether parents have made a contribution
- an activity may not take place if there is insufficient financial support.

Remissions
Pupils whose parents/carers receive benefit may be entitled to remission of charges. The Headteacher and governors will consider sympathetically cases of genuine need seeking help with these charges and will endeavor to remit those they feel are necessary from the school's budget or an alternative source. Any discussions with parents, or decisions made, will be confidential.