

# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



## Charging and Remissions Policy

Date of policy review: November 2018

**Next review: November 2021**

Policy Reviewed & Passed by the Governors  
Key Person Responsible: Maureen Kelly

## **Introduction**

The Head Teacher and Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Head Teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged for the cost. This policy has been written in accordance with guidance from the DfE on charging for school activities

## **Aims**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. We aim to:-

- make school activities accessible to **all** pupils.
- encourage and promote external activities which give added value to the curriculum.
- provide a process which allows activities to take place at a minimum cost to parents, pupils and the school.
- respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

## **Responsibilities**

The Governing Body are responsible for determining the content of the policy and the Head Teacher for implementation.

## **Prohibition of Charges**

All education during school hours is free with the exception of individual or group music tuition. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

## **Charges will be made for:**

- Board and lodging on residential visits (a voluntary charge will be made for additional aspects of the trip)
- Music tuition on an individual or small group basis that is in addition to the National Curriculum.
- Material or ingredients for an art or cookery activity where parents have indicated in advance that they wish the finished product to be taken home or for the pupil to consume it in school.
- The costs of repair or replacement resulting from wilful damage or loss of school property by a pupil.
- Out of school Clubs and Activities (see below)
- School Meals

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for educational visits. The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have paid any contribution in response to the request

The responsibility for determining the voluntary contribution is delegated to the Head Teacher.

### **Voluntary contributions will be requested for:**

- costs of admission to museums, theatres, zoos, parks etc;
- costs of travel for pupils;

If sufficient voluntary contributions are not made, a proposed event will be cancelled unless the school is able to cover the shortfall.

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

- sporting activities – sometimes involving transport expenses;
- visits to the theatre;
- visiting authors, theatre, dance groups or workshops
- musical events
- visits to sites of interest linked to topic work

Parents / Carers will be given reasonable advanced notice of proposed visits / activities and the school will provide details of how each individual voluntary contribution amount has been determined.

ALL children are part of any trips planned regardless of whether or not their parents/carers can or will contribute. Where there is a residential element to a school trip (Year 4 and Year 6 trips) a charge will be made for board and lodgings and a voluntary contribution will be requested for additional aspects of the trip.

Parents/Careers will be given advanced notice of proposed residential visits opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant.

## **Remissions**

Children whose parents are in receipt of the following support payments will, in addition to having a free school meal entitlement, (FSM not UIFSM) also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- a) Income Support; (IS)

- b) Income Based Jobseeker's Allowance; (IBJSA)
- c) An income-related employment and Support Allowance.
- d) Support under part VI of the Immigration and Asylum Act 1999;
- e) Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income which does not exceed £16,190 (as assessed by Her Majesty's Revenue and Customs).
- f) Guarantee element of State Pension Credit.

The Governing Body will invite parents to apply in confidence for the remission of charges in part or in full if they are in receipt of any of the above.

The Head Teacher in consultation with the Chair of Governors will make authorisation of remission.

### **Out of School clubs and activities**

The school offers a range of out-of-school clubs – and reserves the right to charge for such sessions where those activities are not directly aimed at providing educational benefit to pupils.

For clarity these may clubs include:-

- Cricket
- Tennis
- Tag Rugby
- Football
- Stretch activities
- Hip Hop
- Maths Club
- Craft Club
- Coding

Other Activities may be added or altered from time to time. A full list of currently available Out of School Activities and current charges are available at the school office.

The following out of school activities are provided free of charge by the school:

- Drama Y5&6

### **Tracking**

DfE Stat Policy	Best Practice	Web	MyUSO	Signed by Staff
✓	-	✓	✓	-