



# St Clare's Catholic Primary School

*Following in the footsteps of Jesus*

## Charging and Remissions Policy

The policy was written in Spring 2017, and will be reviewed every 2 years. Next review Spring term 2019.

### Introduction

St Clare's Catholic Primary School is committed to a free school education for all. The Governing Body of St. Clare's Catholic Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

We aim to

- ✓ ensure that education in school is free.
- ✓ ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
- ✓ ensure that there is no statutory requirement to charge for any form of education but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.
- ✓ ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

### Policy into Practice

It is the Policy of this school:

- To continue to request voluntary contributions from parents towards activities organised by the school during school hours.
- The Headteacher is willing to support the funding of certain activities through the school fund account. Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.
- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.
- Families in receipt of Family Credit, Job Seekers Allowance or Income Support will be expected to pay a contribution towards residential trips at a county council establishment. This must be supported by proof of benefit entitlement.
- Current students entitled to Free School Meals acts as a source of confirmation of entitlement;
- The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product.

- This school may make charges for breakages and damage to property.

**Charges:**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **School Journeys in School Hours**  
The board and lodging element of approved residential activities deemed to take place in school hours.
- **Activities outside School Hours**  
The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.
- **Individual Instrumental Tuition**  
The cost to the pupil for providing any instrumental tuition.
- **Resources**  
The cost of materials, ingredients and equipment for curriculum activities.  
The Governing Body reserves the right to charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

**General**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a Voluntary Contribution towards the cost of additional activities which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

**Remissions**

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body will give due consideration to remitting in full or in part the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Signed: Chair of Governors

Signed: Headteacher

Date: