ST. MARY'S R.C. PRIMARY SCHOOL

Charging & Remissions Policy

Mission Statement: We Care, We Pray, We Work, We Play in Jesus' Way

St Mary's RC Primary School
Approved by: Governors

Created: January 2024
Reviewed: January 2025
Updated: Nov 25

To be reviewed: January 2026

CHARGING AND REMISSIONS POLICY

Statement:

The policy complies with the requirement of the Education Act 1996.

The main provisions are:

- Schooling should be free;
- Activities should be available to all regardless of Parent/Carer ability or willingness to pay;
- Charges may be made for optional extra which occur outside the school day;
- Schools are free to invite voluntary contributions in support of any activity whenever it takes place.

School Policy

The Governing Body has decided that its policy will be to request voluntary contributions for visits and activities within school time. There will be no obligation to contribute and pupils will not be treated any differently according to whether or not Parent/Carers have contributed.

Parent/Carers will receive a letter explaining the nature of any proposed activity and its value in educational terms. It will indicate the contribution per pupil which will be required if the activity were to take place. It will emphasise that no pupil will be omitted from the activity because their Parent/Carers are unwilling or unable to contribute, but it will make equally clear that the activity would not take place if Parent/Carers are reluctant to support it.

Requests for voluntary payment will be for board and lodgings on residential visits and/or activities which take place outside school hours but which are not provided as part of the curriculum.
No charges will be made for activities provided outside school hours if the activity is to fulfil requirements in the curriculum for a prescribed public exam or is specifically to fulfil duties relating to the National Curriculum, or is specifically to fulfil duties relating to religious education.

Remissions

Where Parent/Carers are in receipt of Income Support, Income Based Jobseekers Allowance, Support under part IV of the Immigration & Asylum Act 1999 or Child Tax Credit (provided that Working Tax Credit is not also received), the Governing Body will observe its statutory requirement to remit some of the costs incurred for activities that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite Parent/Carers to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

Charges

The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (e.g. residential)
- After school and pre-school clubs (e.g. childcare / extra curriculum provision)
- **Music tuition if it is not required for the National Curriculum and is provided for an individual pupil or for groups of pupils.**
- Damage to school property - the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil's behaviour.
- Visits to school by professionals (e.g. authors, storytellers, musicians, dancers, artists, workshops etc)
- Damage to / loss of school books

Individual Music Tuition/Rocksteady

Charges may be made to Parent/Carers for individual tuition in playing any musical instrument, even if such tuition takes place during school hours. The Music Service may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument. Children who are entitled to Pupil Premium may be supported to participate in tuition of this nature.

A parental agreement and a signed contract will be obtained by the Music Service before the tuition is provided.

Tuition is also provided by Rocksteady Music School. Rocksteady band lessons give children the chance to play in their very own band through weekly rock and pop lessons. Lessons are payable directly to Rocksteady and agreements made directly for the duration of the child's membership. Children who are entitled to Pupil Premium may be supported to participate in tuition of this nature.

Ingredients or Materials for Practical Subjects

Parent/Carers are encouraged to provide ingredients, materials etc needed for practical subjects such as Technology. The Governing Body may charge for, at cost or less, or require the supply of ingredients and materials if Parent/Carers have indicated, in advance, their wish to own the finished product.

Lost School Equipment, Books etc

Parent/Carers are encouraged to replace or pay for the cost of lost items of school property.

Breakages and Damage to School Buildings, Furniture or Property

Parent/Carers will be charged for damage caused as a result of a pupil's behaviour.

Photocopying

Any photocopying that is requested by Parent/Carers relating to their child, under the 'Freedom of Information Act', will be charged at **20p per sheet and 50p for any colour printing**.

Private Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charges at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than **£12** per hour) as well as photocopying charges (not less than 20p per sheet) and postage.

School Trips

"Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit." (DfE GUIDANCE)

School trips enhance the curriculum opportunities for the pupils and parents will be requested to make voluntary contributions. These contributions will be costed out according to the number of children attending. Costs to be considered will include such things as venue and travel costs where the activity takes place partly outside of school hours. The parents will be advised that a contribution will be required for a specific trip but will also be advised that if enough contributions are not made then the trip may be cancelled. It is up to the Head's discretion as to whether or not any trips may be subsidised from the school budget to keep contributions at their lowest. However, no pupil will be left out of an activity because his or hers parents cannot or will not make a contribution of any kind. The contribution may also be taken from Pupil Premium monies within the school budget when this activity gives benefit related to academic or social development.

Breakfast Club/After School Club

The school currently operates an informal breakfast club which runs from 7:30am until **8:35am** and an After School Club from 3.15pm – 6.00pm. The charge for this is **£5.75 / £9.25 respectively (with effect from 1st Sept 2025)** per day. Parents are asked for payment as soon as the child attends and official receipts will be given. There is also an option to pay using a secure online facility via SCOPAY. There is an official agreement to be signed linking parents/children to set days for attendance.

Residential Activity and Remissions

The DfE in its guidance to School Governors states that for a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for the education. However, charges can be made for board and lodging and contributions to the cost of travel but the charge must not exceed the actual cost. Exemptions for this charge can be made for pupils whose parents are in receipt of certain benefits and pupil premium funding. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits. A voluntary contribution will be requested by the school for such activities.

Swimming

The school organises swimming lessons for a specific KS2 class. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part. Parents are not asked for any contribution to this activity as it is part of the curriculum.

Before/After School Activities

The school offers additional activities both before and after school. We reserve the right to make a small charge of £1 per week's attendance at each club for these sessions, if they are organised through school. For external providers, the charge is set by the company involved. Children who are entitled to Pupil Premium may be supported to participate in activities of this nature.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.