# St Clare's Catholic Primary School

# Charging and Remissions Policy

*"I have come that they may have life and have it to the full"*
(John 10:10)

| | |
|---|---|
| **Approved by Governing Body On** | **18/06/2026** |
| **To be Reviewed On** | **June 2029** |
| **Signed on Behalf of the Governing Body** | Roxanna Drake |

# St. Clare's Catholic Primary School

# Charging and Remissions Policy

## 1 Introduction

1.1 This policy is based on advice from the Department of Education (DfE) on charging for school activities and the Education Act 1996 which set out the law on charging for school activities.

1.2 Our school aims to:

- Have robust, clear processes in place for charges and remissions
- Clearly set out the types of activity that can be charged for and when charges will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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

We may organise occasional specialist curriculum events for which parents/carers may be invited to make voluntary contributions.

1.4 A charge is a fee payable for specifically defined activities. A remission is the cancellation of a charge which would normally be payable.

## 2 Voluntary contributions

2.1 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. **If we do not raise enough funds for an activity or trip, then it will be cancelled.** If an activity or trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request.

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

- Occasional one-off visits by actors and specialist curriculum providers
- Visits to museums;
- Education provided outside school which is not part of the curriculum or Religious Education
- Transport, other than that arranged by the Local Authority for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to the theatre;
- School trips abroad;
- Musical events.

2.4 We will not charge parents for:

- Admission Applications
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum
- Group instrumental or vocal tuition as part of the national curriculum

## 3 **Residential visits**

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education expenses. However, we do make a charge to cover the costs of board and lodging. Parents are invited to make a contribution, if they cannot meet the full cost.

A non-refundable deposit will be required to secure a place on such trips. Payment in full should be made no later than one week before the date of departure. A payment plan will be set up on ParentPay for residential trips to allow parents to make payments over a period of time.

The school reserves the right to cancel any such trip with one week' notice should the trip become financially unviable.

All visits are planned with inclusion in mind. It is expected that all children in a class or group will be able to participate irrespective of ability to pay. The school will ensure that arrangements are in place to offer financial assistance with costs to parents or carers of children who might otherwise be unable to participate, however it may not be possible to grant all requests (see Section 13.1).

## 4 Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons.

## 5 Swimming

5.1 The school organises swimming lessons for one year group in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

## 6 Sports and extra-curricular provision

6.1 The school offers additional sports and after school clubs. Sometimes, qualified coaches, who are not a member of the school staff, run and organise these sessions. We make a small charge for these sessions.

6.2 Sports funding is currently being used to subsidise after school provision.

## 7 Damage / Loss to property

7.1 A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

7.2 A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## 8 Late collection /Child care cost

8.1 Parents/carers will incur a charge for late collections at the end of the school day; this includes after school clubs. There will be a £1.00 charge for every 5 minutes delay after 3:45pm at the end of the school day, or 4.45pm if an after school club has been attended.

## 9 Milk

9.1 Milk is supplied free of charge for Reception age children under the age of 5yrs old. If a child above the age of 5yrs old would like to receive milk there is a termly charge, which varies depending on the supply cost and length of term. Milk is available to those children in receipt of free meals whose parents return the milk order requesting this.

## 10 Breakfast Club/After School Club

10.1 Breakfast Club runs from **7:45am** each morning and is open to all children. No advance booking is required. There is a daily charge of **£2.50 per child.**

## 11 Lettings – Use and Hire of school premises and grounds for public events

11.1 The school may make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Local Academy Council. For users connected with the school e.g. Parish, the charge will be based on the site staff overtime costs.

## 12 Other charges

12.1 The Headteacher or Local Academy Council may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

## 13 Remissions Policy

13.1 The Headteacher or Local Academy Council may remit (cancel) in full or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances. A small fund is set aside each year to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions the trip/activity will be cancelled. Parents who have a child who receives Pupil Premium funding may request assistance. To request assistance the parent should contact the Headteacher.

This policy will be reviewed every three years.