



St Catherine's Catholic Primary School

**Live, Love and Learn Together
Growing with God in knowledge and Faith**

CHARGING AND REMISSIONS POLICY

Date Adopted: 11th October 2016
Review Date: Sept 2024
Review Date: Dec 2025
Approval Committee: Local CAST Board

1. Introduction

- 1.1. The Local CAST Board (LCB) recognises that it is important to provide every child with a wide range of additional activities including clubs, trips and residential experiences. These activities make a valuable contribution to a pupil's personal and social development. The LCB will promote and provide these activities as part of a broad and balanced curriculum for pupils and as additional optional activities.
- 1.2. Whilst we aim to make the minimum number of requests for money from parents/carers, the LCB reserves the right to make a charge in the following circumstances:

2. School Trips

- 2.1. Some of the extra activities that we try to organise can prove too expensive to be provided from school funds, such as residential trips from which our children benefit. Most of the cost of these trips contains two elements:
 - **the cost of food and accommodation** from which some parents/carers receiving certain benefits can claim exemption.
 - **the cost of transport or provision of activities that largely take place in school hours** for which we can only ask for voluntary contributions.
- 2.2. For each trip an electronic letter will be sent home for those children within the age group eligible to take part, containing information on the purpose of the activity and the approximate breakdown of costs. Parents will be asked to give their consent to the trip and to make a voluntary contribution.
- 2.3. If not enough voluntary contributions are received to make the trip viable, the Headteacher may decide to cancel the trip.
- 2.4. It is the LCB's wish that no child should miss out on any activity because of lack of funds. All requests for financial help are kept strictly confidential.
- 2.5. Where parents/carers of a pupil are in receipt of certain benefits the LCB can remit in full the cost of food and accommodation for any residential activity if the activity takes place within school hours and forms part of the syllabus of the National Curriculum. This remission is subject to the level of funding received from the Education Funding Agency and the demands that this remission places on the school's own finances.
- 2.6. If families are experiencing financial difficulty and this may prevent a pupil taking part in particular activities for which a charge is made, they should not hesitate to see the child's class teacher or Headteacher. In case of difficulty the school will pay for a child's educational visit.
- 2.7. Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- 2.7 We have established a system for parents to pay in instalments.

3. Special Materials

3.1. We will continue to ask parents/carers to make a voluntary contribution towards the cost of cookery materials where the finished produce is to be taken home.

3.2. In other craft activities a contribution will only be sought towards the cost of the more expensive materials.

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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

5. Swimming

5.1. The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but ask for a contribution to help us meet the travel costs.

5.2. We inform parents when these lessons are to take place, and we seek the parents' permission for their children to take part.

6. Clubs

6.1. We make no charge for any clubs that run during the normal school day or run by school staff.

6.2. A number of clubs are organised after school, run by school staff or external coaches/leaders. These activities are classed as "optional extras" and they make a charge for all children who wish to take part. Parents whose children qualify for the Pupil Premium are informed that they can contact the school for financial support with this.

7. REMISSIONS POLICY

7.1. In accordance with the Education Reform Act 1988 the LCB of St. Catherine's will remit all charges for board and lodging on school activities for those children whose parents/carers are in receipt of certain benefits. We are always grateful for contributions towards the travelling costs. Please contact the school for further details.

8. BREAKAGES

8.1. The school will seek to recover the costs incurred as a result of any item of school property being damaged, broken or lost as a result of misbehaviour, thoughtless behaviour or carelessness. In the event of books being lost or damaged, parents/carers will be asked to replace or refund the total cost of each book.