

*Saint Joseph's Catholic Primary School*  
*The Borough*



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**Charging and Remissions Policy**  
**Updated: February 2021**

Review Date: February 2023

Agreed by: Headteacher / Governors

Signed: ..... (Chair of Governors)

Signed: ..... (Headteacher)

# Statement of Policy on Charging and Remission of Charges for School Activities

## Introduction

Saint Joseph's Catholic Primary School is an inclusive school offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

## Voluntary Contributions

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit.

Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead.

The school reserves the absolute right to determine whether the level of voluntary contributions is sufficient to enable the activity to take place. In the event of insufficient voluntary contributions being made, the activity may have to be cancelled and refunds will be given.

## Charges

The Government will apply any charges levied by the LA for services which it provides and also the remission arrangements which the Authority considers appropriate. The Governors reserve the right to levy a charge in any circumstances permissible under the Education Reform Act, which include:-

- a) Board, lodging and transport costs incurred on residential visits. The charge will not exceed the actual cost of provision.
- b) Individual tuition in the playing of a musical instrument whether in or out of school hours (unless such tuition is provided as part of the syllabus for a prescribed public examination prescribed in Regulations by the Secretary of State or is required by the National Curriculum).
- c) Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties in relation to the National Curriculum or to Religious

Education. This includes, but is not limited to, After School Clubs and extra-curricular clubs in order to cover the costs of materials, wear and tear to equipment and payment to staff and visiting staff, e.g. sports coaches.

d) Top up charges for nursery.

### **Charging in Kind**

Where parents indicate in advance that they wish to own the finished product of a practical activity they may be asked to provide or pay for any ingredients, materials, equipment etc. needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

### **Breakages**

The Headteacher, in consultation with the chair of governors, reserves the right to make a charge to parents to contribute to the cost of replacement of lost, broken or damaged books, equipment or other items, except where caused by normal fair wear and tear. Each incident will be dealt with on its own merit and at their discretion.

### **Remissions**

The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.

The school will make every effort, where reasonably practicable, to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Head Teacher.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

Date Adopted: February 2021