



Saint Edmund's Catholic Primary School

'Together we learn and grow through worship and celebration'

Charging and Remission Policy

Committee responsible for policy	Resources
Approved by Committee /FGB	October 2022
Statutory/Non-statutory	Non STATUTORY
Frequency of Review	Free to determine – every 3 years or sooner if appropriate
Date of last review	December 2019
Date of next review	September 2025
Purpose of policy	To understand the charging and remission practice within the school
Consultation	Resources Committee
Links to other policies	Letting Policy Pupil Premium Policy

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Charging and Remission Policy

The Governing Body cannot charge for:

- An admission application
- Education provided during school hours (the time when school is actually in session, not including the break in the middle of the school) and any activity undertaken as part of the National Curriculum. The exception to this rule is for individual or group music tuition.

Voluntary Contributions for Activities Mainly in School Hours

- When organising school activities mainly in school hours that are not part of the National Curriculum but enrich the educational experience of the children, the school will invite parents to contribute to the cost of the activity.
- The level of contribution will be decided by the Headteacher or their delegated officer and will be based on the actual costs incurred, divided by the total number of pupils participating.
- These contributions are necessary to fund the activity but are voluntary, as the school cannot make contributions mandatory.
- The letter to parents will be sent home in good time to enable parents the opportunity to pay and for the school to have time after the deadline for payment, to review the level of contributions received.
- If the school does not receive sufficient voluntary contributions by the specified date, it reserves the right to cancel the activity. Each activity will be reviewed individually and the decision to cancel will be made by the Headteacher or Admin Officer.
- If the activity goes ahead, it will include children whose parents have not paid any contribution.
- Parents are invited to contribute a nominal sum annually towards consumable resources.

Activities Mainly Outside School Hours

- Outside providers will charge their own rates for clubs run on school property
- The school may make charges for clubs run by staff
- Parents will be advised of costs for activities out of school hours prior to the activity taking place.

Residential Activities

- The school organises annual residential visits for Years 5 and 6. The cost of this trip includes board and lodging, transport, materials and charges for any activities to be experienced.
- Any parent in receipt of Income Support, Income Based Job Seekers Allowance (not Contribution Based Job Seekers Allowance) or Child Tax Credit (subject to Free School Meal limits), State Pension Credit, or has exceptional circumstances may receive partial

remission of the costs. All requests for financial support should be made in writing to the Headteacher prior to the non-refundable deposit being paid.

- The school has an established system for parents to pay in instalments.
- The sum payable must be paid in cleared funds before the date of the trip, failing which the child will not be able to go on the trip.

School Meals

- The cost of a school meal is determined by the catering company plus an additional cost required to maintain kitchen equipment.
- School meals should be paid for on a Monday for that week. Monthly or half termly payment in advance are also acceptable.
- Any parent that falls into arrears for two weeks will be asked to provide their child with a packed lunch until the debt has been cleared.

Breakfast Club

- There is a small cost of attending the Breakfast Club to cover the running costs.
- Breakfast Club fees should be paid for on a Monday for that week at the very least. Monthly or half termly payment in advance are also acceptable.
- Any parent that falls into arrears for two weeks will be asked not to bring their child to Breakfast Club and their place will be offered to another child. The outstanding fees must be paid by the end of the following week.

Swimming

- The school organises swimming lessons for one year group at a time (Years 3, 4 and 5) over a year. Lessons take place in school time and are part of the National Curriculum. We ask for a voluntary contribution to cover the cost of transport to and from the pool. We inform parents when these lessons are to take place and we ask for their written permission for their child to take part, together with their contribution.

Breakages

The school may require payment for the cost of replacement or repair of equipment or of premises broken or damaged by pupils either during or out of school hours.

Hire of Premises

Please refer to the school's Letting Policy