

St Edmund's Catholic Primary School



CHARGING & REMISSIONS POLICY

SCHOOL MISSION STATEMENT

...Through Christ We Learn...

Commitment to equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

The member of staff responsible for this Policy is: SBM

The Governing Body designate responsible for this Policy is: Resources/Finance Committee

This Appraisal Policy and Procedure has been approved and adopted by the Governing Body on 10th February 2025 and will be reviewed in Autumn 2026.

Introduction

The Education Act 1996 requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The Governors of St Edmund's Catholic Primary School believe that all pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging policy describes how they will do their best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per week dependent on the charges made by the catering company.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

4. Activities that take place during school hours

There is no charge for activities during school hours.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- lost books
- optional extras (**section 5**)

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the school's basic curriculum for religious education.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**. Travelling time is included in time spent on activity.

7. Residential activities

Our school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 10** for more guidance on remissions).

Travel

Travel charges may apply. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

8. Extended services

St Edmund's Catholic Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Breakfast Club

Pupils will be charged a daily rate. The rate will be agreed by the Headteacher and the Finance Committee.

Afterschool Childcare

Pupils will be charged a daily rate which is payable half termly in advance. A penalty charge will also be enforced if parents/carers are late collecting their child(ren). This will be charged at a flat fee per minute for the first half hour and the cost of staff thereafter. The rate will be agreed by the Headteacher and the Finance Committee.

9. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

10. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit (Income Support, Income based Job-seekers Allowance, Child Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher, subject to budget or finance constraints of the school.

11. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. The school reserves the right to cancel any trip or activity for which insufficient contributions have been raised. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. Parents who do not make such contributions will be treated no differently from those who have.

12. Inability or unwillingness to pay

St Edmund's Catholic Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Notwithstanding the above, the governors reserve the right to waive charges for any activity on a case by case basis.

This policy was agreed at the Finance & Resources Committee meeting held 25th November 2024; and will be reviewed bi-annually.

**Signed: Darren Koh
Chair of the Finance/Resources Committee**

DKoh
Date: 25th November 2024