



# THE FEDERATION OF ST. EDMUND'S AND ST. PATRICK'S R.C. PRIMARY SCHOOLS

## CHARGING AND REMISSIONS POLICY

<i>Date Policy Approved:</i>	<i>December 2019</i>
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<i>Date of Next Review:</i>	<i>December 2020</i>

## CHARGING AND REMISSIONS POLICY

We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more.

*At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this policy will reflect the Catholic identity and mission of our schools and the values it proclaims.*

### Our Aim

The Governing Body of the Federation of St. Edmund's & St. Patrick's RC Primary Schools recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the schools and as additional optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This policy describes how we will do our 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 taking full advantage of the opportunities.

### Roles and Responsibilities of the Governors and Executive Headteacher

The Governing Body & Executive Headteacher will ensure that the following applies:

All statutory education during school hours is free. The schools will not charge for any activity undertaken as part of the National Curriculum, with the exception of extra individual or group music tuition that may be charged by outside agencies.

### Voluntary Contributions

1. When organising school trips or visits which enrich the curriculum and educational experience of the children, the schools will invite parents and carers to contribute to the cost of the trip. All contributions are voluntary, but if we do not receive sufficient voluntary contributions, we would be forced to consider the cancellation of a trip. If a trip goes ahead, it may include children whose parents/carers have not paid any contribution. We do not treat these children differently from others.
2. If a parent/carer wishes their child to take part in a school trip or event, but is genuinely unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. In circumstances of genuine need, the school may pay some additional costs in order to support the visit. The school's budget is a finite one, so any money used for subsidy in this respect must be taken from other areas of planned spending within the budget.
3. The following is a list of some additional activities organised by the schools, which will in some instances require voluntary contributions from parents/carers. These activities are known as 'optional extras'. The list is not exhaustive:
  - Breakfast club
  - After-school clubs
  - Sporting & music events which require transport
  - Outdoor residential/adventure activities
  - Visits to the theatre, museum, farm, art gallery, library, National Trust & Heritage sites
  - End of year enrichment trips

## **Residential Visits**

If the school organises a residential visit in school time (e.g. Year 6 trip to Robinwood), which is to provide education directly related to the National Curriculum, we do not make any charge for the education aspect of the trip. However, we do make a charge to cover the costs of board, lodging and travel expenses. Parents/carers will be given a substantial amount of notice for this trip so that the voluntary contribution can be spread across a number of months. If parents/carers are in receipt of certain benefits they may be able to receive a reduction in the cost of this activity. Please see information below under 'Families qualifying for remission or help with charges.'

## **Music Tuition**

All children study music as part of the normal school curriculum and a music specialist is commissioned to support the teaching and learning of instruments. School does not ask for a contribution towards these lessons and some children are invited to attend music clubs either after school or during lunchtime. There is no charge for these clubs.

## **Swimming**

The school organises swimming lessons for children in Key Stage 2. At present, this is offered to children in Year 4. These lessons take place in school time and are part of the National Curriculum. There is no charge for this activity.

## **Breakfast Club**

On school days we offer a breakfast club and we do charge for this club. The charge goes some way towards covering the cost of food, staffing, resources and facilities.

## **After School Clubs**

On school days we also offer various after school clubs. This is to support our working parents but also because children have requested them. Again, the charge goes some way towards covering the cost of staffing, resources and facilities.

## **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This charges and remissions policy sets out the circumstances in which charges will be waived or offered at a reduced cost. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- Income support
- Income-based Jobseekers allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income does not exceed £16,040 (as assessed by HM Revenue & Customs)
- Guaranteed State Pension

There are also occasions where parents/carers approach school because they may be struggling financially. The ethos of school is to support families during these times. This includes ensuring they are accessing all financial support they are entitled to but could also include the reduction or waiver of school related costs for a temporary period such as dinner money, breakfast club, trips and school uniform. In these circumstances, the Executive Headteacher will assess each individual case and work with the Caritas Social Worker to support the family.

## **Monitoring and Review**

This policy is monitored by the Governing Body and will be reviewed annually.