

CORPUS CHRISTI  
CATHOLIC SCHOOL



# Charging & Remission Policy

The Governing Body recognizes the valuable contribution that the wide range of additional activities, including clubs, day trips, residential trips, and experiences of other environments, can make towards students' all round educational experience and their personal and social development. (Throughout this policy, the term "parents" means all those having parental responsibility for a child.)

## **Introduction**

**1.1** All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

## **2 Voluntary contributions**

### **Educational Trips**

**2.1** When organising school day trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make one annual contribution towards the cost of the trips to be carried out that year. The contribution is voluntary and only covers a small percentage of the actual cost of the trips and experiences provided for the children. If we do not receive sufficient voluntary contributions, we may cancel or limit the number of trips. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

**2.1a** The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, galleries and exhibitions
- outdoor adventure activities
- visits to the theatre
- musical events
- cinema visits
- historic walks

**2.2** If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. On each occasion the school pays additional costs in order to support the visits. Free school meal children will be covered by the Pupil Premium. Information on how the trips are funded can be provided on request.

### **Residential Trips**

**2.3** Residential trips in years 4, 5, and 6, Year 6 leavers' activities and theatre trips attract an additional contribution that is activity specific. The subsidised cost of each of these will be published at the start of the year, and enabled on ParentPay, allowing parents to make small regular contributions over a longer period of time. The full cost will also be visible so that parents who are able to pay any amount up to the full cost will be able to do so.

For residential trips, the contribution will part cover the costs of board and lodging on residential visits; the published amount is already subsidised by the school. These trips are a valuable and enriching experience, therefore the school invests in subsidising these trips to make them accessible to all.

Parents who feel they are unable to make full payment, should make a request in writing to the headteachers for a concession consideration. Where no application has been made directly to the headteachers, parents will be expected to pay the full amount.

The school has to book places well in advance in order to secure the best deals, these bookings are made on pupil numbers. If a parent does not wish to send their child, they must inform the heads in writing by the October half term of the academic year in which the trip will take place. Failure to do so will mean that they will be liable for the full amount whether or not the child goes on the trip.

### **3 Music tuition**

- 3.1 All children study music as part of the normal school curriculum. We do not charge for this.
- 3.2 The school offers a large range of individual/paired music tuition, which is not part of the National Curriculum. There is a music charge every half term for these lessons and these are payable within the first week of each half term.
- 3.3 The school provide recorder tuition in Year 2, Band in Year 3 and 4 and Choir practices in the Upper Juniors, there is no charge for these activities.
- 3.4 Those continuing with band in year 5 and 6 (and Y4 in 2014) will be required to continue with individual lessons in their chosen instrument for which there is a charge. There is no charge for band in Years 4, 5 and 6. .

### **4 After School Care & Activities**

- 4.1 The Academy provides a wide range of after school, extra-curricular activities for the benefit of the children. These fall into two categories;
- 4.2 The Breakfast Club and After School Care Club: provide wraparound care for children from 7.30am until 6.00pm in a fun and safe environment for children. The children receive a healthy breakfast in the morning and a healthy snack in the late afternoon and have access to the Computer Suite, organised games, toys and craft activities. The Extended School Care can be accessed either by a firm agreement on set days, which are chargeable whether or not the child uses the service. You can also book on the day, however day ad hoc places are very limited. There is a daily charge for the service.
- 4.3 After School activities cover a range of practical, artistic and sporting clubs. These clubs can be applied for on a termly basis. There is a termly charge for this and spaces are limited dependant on the activity.

### **5. Other Charges**

- 5.1 Dinner money, is chargeable on a daily basis for those children in Nursery and from Year 3 to Year 6. Children in Reception and Years 1 and 2 have their dinners paid for by the Department for Education. Dinner charges are published at the start of the year, providing parents with a breakdown of the daily, weekly, termly and half-termly costs.
- 5.2 Nursery provision is free for the first 15 hours, thereafter sessions are chargeable on a per-session basis. The sessions need to be applied for, and granted sessions are subject to an agreement including payment in advance.
- 5.3 The School will charge an administrative fee for certification of passports and driving licences and other administrative tasks not directly linked to Academy business.

### **6. Remissions**

- 6.1 Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will consider the remission of full or part of the costs of;

- 1. Any residential activity that is organised for the student and which takes place within school time.

2. Educational Trips

3. The costs of individual instrumental music tuition will also be remitted in cases where the child is making consistent good progress and is classed as gifted in this area.

6.2 The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases.

The Governing Body invites parents to apply in writing, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise any remission in consultation with the School Business Manager. These will be notified on a termly basis to the Resources Committee.

**Insurance**

Any insurance costs will be included in charges made for trips or activities.

**Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions. The Governing Body should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

**Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.