



St Clare's Catholic Primary School

CHARGING AND REMISSIONS POLICY

Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered by the Headteacher who will meet with the parents of the child.

Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the New National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.



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Publication of Information

This policy will be included on our website.

Charges

The Governing Body of St Clare's Catholic Primary School may make charges in respect of:

- a. board and lodging on residential visits (not to exceed the costs)
- b. teaching either an individual pupil, or group of up to four pupils to play a musical instrument where the teaching is not an essential part of the national curriculum or a public examination syllabus being followed by the pupil(s)
- c. After School clubs where we either have to buy a coach in, have to pay for TAs to run this club or need to buy additional resources (e.g. Cookery Club)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments as of September 1st 2014 are:

- Income Support (IS)
- Income Related Employment and Support Allowance (ESA-IR)
- Income Based Jobseeker's Allowance (IB-JSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit
- Child Tax Credit and are not entitled to Working Tax Credit and your annual income, as assessed by the Inland Revenue, does not exceed £16,190
- Working Tax Credit 'run on'- the payment you receive for a further four weeks after you stop qualifying for Working Tax Credit

Parents in receipt of benefits that correlate to the free school meals eligibility criteria above, as set out in the most recent legislation, will be charged a lower rate than those children not on FSM for board and lodgings costs on residential visits. The Headteacher will determine the charges in accordance with guidance from LCC and the LCC centre they use.

The school may also take the decision to use Pupil Premium monies to subsidise further the annual Outdoor Pursuits Trip for certain families.

The school will use Pupil Premium monies to subsidise annual school trips for children who have PP monies. The headteacher may also offer sessions in after school clubs and Kids Club for certain PP children at certain times of the year.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) School visits and activities off site
- b) Transport to an from educational visits and off site activities
- c) Visitors to school e.g. when invited to enhance learning instead of a visit



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d) Early Years snacks and 'extras'

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay;
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.
- Parents will be provided with an initial letter explaining the nature of the proposed activity and its likely value on educational terms. It will indicate the contribution per pupil which would be required if the activity were to take place. Where insufficient parental support is gained, the decision on whether to proceed with the activity is delegated to the Headteacher.

Inclusion and Racism

The school has implemented the recommendations of The Stephen Lawrence Inquiry: Macpherson Report (1999). The diversity of our society is addressed through our schemes of work, which reflect the programmes of study of the National Curriculum. Teachers are flexible in their planning and offer appropriate challenges to all pupils, regardless of ethnic or social background. All racist incidents are now recorded and reported to the governing body by the Headteacher. The school contacts parents of those pupils involved in racist incidents. Further details are to be found in the school's Inclusion Policy and its Racial Equality Policy.

The governing body reviews this policy every two years. The governors may, however, review the policy earlier than this if the government introduces new regulations, or if the governing body receives

Recommendations on how the policy might be improved.

Date : 5th November 2024

Reviewed: September 2025