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**St Ignatius Primary School**

**Charging and Remission Policy**

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| Status | Statutory |
| Date written | MARCH 2023 |
| Date to be reviewed  | MARCH 2024 |

**Introduction:**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. Where charges are made, subsidies are usually available to disadvantaged and ‘PPG’ pupils. This policy is review on an annual basis.

**Policy Statement:**

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge. *(See below)*

Voluntary contributions may be sought for activities during the school day which entail additional costs, *(for example, trips to places of interest).* In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. (If insufficient funds are available it may be necessary to curtail or cancel activities).

From time to time we may invite a non-school based organisation such as *a* visiting drama group or storyteller to arrange an activity during the school day. Such organisations may wish to charge parents, who may, if they wish, ask the headteacher to agree to their child being absent for that period.

Music and Swimming lessons are taught as part of the National Curriculum and there are no charges for this.

**Optional activities outside of the school day:**

We will charge for optional, extra activities provided outside of the school day, for example after school activities e.g. football club, theatre visit. This also includes breakfast club. Such activities are not part of the National Curriculum or religious education nor are they part of an examination syllabus.

**Calculating charges:**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating.

Parents who would qualify for support are those who are in receipt of eligible benefits.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

**Parent Debts:**

In the event of an outstanding balance, the school will send a reminder through ParentPay as well as hard copy letters. Parents will be notified and be offered support to create payment plans to try and clear off any debts. If the debt is still outstanding after attempts to communicate with and support the parents, a decision will be made with a notice of 7 days and the school may withdraw any service which would increase the outstanding balance and will seek immediate payment of the debt.