St Patrick's Catholic Primary School

Charging and Remissions Policy 25-26

Purpose of Policy

The Governing Body believes 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 and remissions policy describes how a good range of visits and activities is offered and at the same time the financial barriers which may prevent some pupils taking full advantage of the opportunities are minimised.

1. *In adherence of the requirements of the Education Act 1996, no charges will be made for;*
    - 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 the school's basic curriculum for religious education.
    - Tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum.
    - Education provided on any trip that takes place during school hours. However, Governors have agreed that Voluntary Contributions may be requested.
    - Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education.
    - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
    - Transport provided in connection with an educational trip. However, Governors have agreed that Voluntary Contributions may be requested.

2. *Activities / Items for which charges may be made*
Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

- Activities outside school hours – Non-residential activities (other than those listed in 1 above), which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).
- Residential activities – Board and lodging costs of residential trips deemed to take place during school time. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).
  However, pupils whose parents are in receipt of certain benefits (see point 3 below) may not be charged for board and lodging costs. Residential trips deemed to take place outside school time (other than for those activities listed in 1 above). When any trip is arranged parents will be notified of the policy for allocating places.
- Music tuition – for individuals or groups of any appropriate size.
- Ingredients for materials for practical subjects - parents are encouraged to provide ingredients, materials etc. needed for practical subjects. The Governing Body may charge, at cost or less, or require the supply of ingredients and materials if parents have indicated that they wish to own the finished product.
- Lost school equipment, books etc. - parents will be expected to pay for the cost of lost items of school property.
- Breakages and Damages to school buildings, furniture and property. Parents will be charged for damage caused as a result of pupil's behaviour

3. *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 in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived or reduced. It is likely that pupils in receipt of Pupil Premium will be eligible but criteria for qualification for remission are given below:
Parents in receipt of –

- Universal Credit

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- 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 (as assessed by HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed state pension
- an income related employment and support allowance that was introduced on 27 October 2008;

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the Headteacher up to £50.00, amounts over this sum will be taken to the Finance Governor for approval, taking into account as to whether additional help is justified.

4. *Additional considerations*

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- An established a system for parents to pay in instalments for trips.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- Acknowledging that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and avoiding that method of selection.

Returning Money

Should the school decide that it is not financially viable to continue with a visit or activity due to insufficient funds, parents who have contributed towards the costs will have their money repaid in full.
The Governing Body recognises its legal requirement to draw up a Charging Policy for the school and to inform parents of its Charging Policy.

This policy will be reviewed annually.

Review September 2026