



# **Charging & Remissions Policy**

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## **1. Equality and Safeguarding Statements**

Our Lady of the Angels Catholic Primary School will only commit to policies and practices which will eradicate discrimination and promote equality for all, regardless of age, gender, disability, religion and belief, race and ethnicity and sexual orientation.

We and our partners recognise that safeguarding is everybody's responsibility. Whether their interest is in all young people 'staying safe' in all aspects of our services, or whether they are working in specific areas of vulnerability, all staff will have appropriate training and induction so that they understand their roles and responsibilities and are confident in carrying them out. Settings, schools, children, young people and their parents or carers, or any member of the community should feel secure that they could raise any issues or concerns about the safety or welfare of children and know that they will be listened to and taken seriously. This will be achieved by maintaining an ethos of commitment to safeguarding and promoting the welfare of children and young people. This is supported by a clear child protection policy, appropriate induction and training, briefings on and discussion of relevant factors and refreshed learning in line with current legislation and guidelines.

## **2. 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 charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

## **3. Responsibilities**

The head teacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy from time to time to ensure that it meets with current guidance from the Department for Education.

## **4. Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum or part of a child's religious education will be provided free of charge.

This includes any materials, equipment and transport to take pupils between the school and the activity.

## **5. Voluntary Contributions for Curriculum Enrichment**

The school can ask for voluntary contributions for the benefit of the school or any school activity. Certain activities such as school trips or workshops where there are fees or coach travel expenses, will be funded by voluntary contributions. However, if not enough voluntary contributions are made the activity or trip will be cancelled.

There is no obligation to parents to make any contribution. Children will not be excluded from any activity due to his or her parents or carers either being unable or unwilling to pay.

The school sets aside some of its Pupil Premium Funding to subsidise curriculum enrichment activities for children who are in receipt of free school meals.

## **6. Optional activities outside of the school day**

We may charge for optional, extra activities provided outside the school day. Examples are sports activities, theatre visits or drama club. Charges will be based on the cost incurred less any specific funding received.

The Breakfast and After school club is run by Holy Angels - a non-profit making organisation. Their charges are commercially competitive so as to benefit our pupils but sit outside the other charges that are described in this policy.

## **7. Music Tuition**

Charges may be made for teaching either an individual pupil or groups of up to four pupils to sing or play a musical instrument. Payment should be made directly to the relevant peripatetic music teacher. Pupils also receive weekly whole class instrumental lessons as part of the National Curriculum. These lessons are not chargeable.

## **8. Residential Trips**

Charges (that do not exceed the actual cost) will be made for board and lodging. Charges will also be made for curriculum enrichment costs for activities that take place both within and outside the school day.

The cost of residential trips will be subsidised by the school for pupils that qualify for free school meals. This will be agreed prior to the event so parents are clear about the balance that will need to be paid. Where the cost of the trip may preclude a child from attending, parents are invited to speak to the Headteacher to make alternative arrangements for payment.

## **9. Calculating Charges**

When charges are made for any activity, both during or outside of the school day, they will be based on the actual costs incurred, including the entrance fees, travel and accommodation costs for the staff and volunteers that are required to attend the trip (in line with the appropriate adult/child ratios as detailed in the risk assessment). This cost will then be divided by the total number of pupils that have been invited to participate. Parents and carers are not expected to subsidise pupils whose parents do not offer payment. If external funding has been received to support a particular activity, we will subsidise the charge to the extent permitted by the funding. Top up payments for pupils in receipt of free school meals will be made from the school's Pupil Premium allocation.

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

## **10. Deposits**

To book a child onto a residential trip, a non-refundable deposit will usually be required to accompany the booking form and secure the place. In addition to this, where the school has made payment either in full or part for pupils, prior to a trip, we will not be able to bear the cost of refunding any payments (or part payments) made to parents or carers who cancel their child's place - unless the

place has been able to be filled by another pupil. Parents and carers are advised to take out their own cancellation insurance if desired.