

LONDON BOROUGH OF HAVERING

**LA SALETTE CATHOLIC
PRIMARY SCHOOL**



CHARGING AND REMISSION POLICY

Spring 2025

CHARGING AND REMISSION POLICY

Any charges made by the school must meet the requirements of the Education Act 1996 and the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999. The governing body of this school endorses the guiding principles contained in the Act and Regulations, in particular, that no pupil should be denied access to the curriculum as a direct result of a charge being levied.

AIMS:

- The governing body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education and wishes to promote and provide such activities both as part of a broad and balanced curriculum and as additional, optional activities for the pupils.
- The governing body wish to establish and maintain a fair and coherent system of charges within the constraints of the School Budget.

PRACTICE:

Charges will not be made for any activities which form part of a prescribed examination syllabus or are required by the National Curriculum. No pupil will be excluded from activities because of inability to pay, but the school will need to consider the viability of any trip where the level of contribution does not meet the budgetary requirements.

In cases where charges are to be levied, parents must be advised in advance and monies collected prior to the activity.

Insurance costs will be included in charges for trips or activities.

Charging for Finished Products

A charge may be levied to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Voluntary Contributions for visits, workshops or events

Although schools cannot charge for school time activities they can invite parents and others to make voluntary contributions. All such requests must make it clear to parents that the contributions are to be made on a voluntary basis and that the children of parents who do not contribute will not be treated any differently. If a particular activity cannot take place without financial support from parents this should be explained. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall then the visit, workshop or event must be cancelled.

Residential Visits

Trips which take place mainly out of school hours are chargeable; such as residential visits or provision outside of national curriculum requirements. Board, lodging, activities and travel costs will be charged on residential trips, subject to statutory exceptions.

Pupil Premium

Pupil premium allocation will be used to support associated children with the cost of visits and trips. This allocation is based on the current list (as provided by the LA) of children who are listed as Pupil Premium or Ever 6. Parents should contact the school office regarding the remission of these charges.

School Building Fund Levy

An annual fee will be requested from the parents on a voluntary basis to support the school governors to meet the liabilities which they incur in particular by having to meet 10% of the cost of building and maintenance works in the school.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. We provide parents with information about additional music tuition (through Havering Music School) at the start of each academic year or when a space becomes available. This is an additional provision and is chargeable.

Swimming

The school currently organises swimming lessons for all children in Years 4 and 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity or for the coach transport to and from the swimming pool. We inform parents when these lessons are to take place.

Refunds

Where a trip is cancelled and funding returned by the organising company, parents will be fully reimbursed. This does not include non-refundable deposits for visits; however, this must be clearly stated in any documentation relating to the visit and before parents are required to contribute.

In the event of a positive balance being made after payment of a visit, trip or workshop, at or above a threshold of £5 per pupil, this balance would be reimbursed to parents.