



St Francis Catholic Primary School
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Charging and Remissions Policy

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1	April 2023		G.Gibbons	April 2023
1.1	April 2025	None	G.Gibbons	April 2025
1.2	April 2026	Extra curricular clubs or activities	G.Gibbons	April 2026

Mission Statement

Together in truth and faith we learn and grow as God's family

At St Francis, we show the joy of being the children of God:

TRUTH

Truth and love are at the heart of our school

FAITH

By following in Jesus' footsteps, our faith is strengthened

LEARN

We promote and nurture the uniqueness of every child while striving for excellence in God's presence

GROW

As part of the family of St Francis we grow closer to God through our daily words and actions

Together in truth and faith we learn and grow as God's family

Charging & Remissions Policy

Rationale

At St Francis we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents' financial means. At St Francis this charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Voluntary Contributions

At St Francis separate from the matter of charging the school may seek voluntary contributions in order to offer a wide variety of experiences to pupils.

All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states: If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset. No child will be excluded from an activity because his or her parents are unable or unwilling to pay. If insufficient contributions are received, the trip or activity may have to be cancelled. If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

1. Admissions

There is no charge for admissions.

2. School Meals & Milk

There is no charge for children who are entitled to free school meals or infant universal free school meals. Pupils who are not entitled to free school meals will be charged a set amount decided by the Local Authority, and accept all payments via School money.

Milk is available to all Key Stage 1 & 2 children, at a set charge per term. Children who qualify for free meals are also exempt from milk charges.

3. Public examinations

There is no charge for examinations that are not on the set list, but have been arranged by the school.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

We make every attempt to subsidise the cost of activities and transport during school hours, however, we do ask for a voluntary contribution via the School money system. We vary to opportunities for our pupils to experience school visits outside of school but recognise that organising school visits into school, supports a reduction in the cost of activities, so aim to provide both means across the academic year.

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, e.g. sports matches against other schools or concerts.
- part of the syllabus for a public examination that the pupil is being prepared for by the school.
- part of the school's basic curriculum for religious education.

We do ask for a voluntary contribution towards the cost of resources.

6. Activities that take place *partly* during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 5**.

7. Residential activities

Our school will not charge for:

- National Curriculum education provided on any visit that takes place during school hours
- education provided on any visit that takes place 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
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** at the discretion of the headteacher (see **section 11** for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may

not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Activities

The school may charge for residential activities that fall **outside** of school hours (**see section 5**).

8. Music tuition within school hours

St. Francis Catholic Primary School follows government legislation that states that all education provided during school hours must be free, music instrumental tuition lessons are an exception to this rule. These lessons are normally scheduled for outside of the school date e.g. before the start of the school day. Parents / Carers are charged directly by the Music School for this.

9. Extra-curricular activities

Where an enhancement club or activity requires additional resources, equipment or an external provider the school may apply a cost to enable staff to adequately provide quality education. Parents will be able to opt their child out of the activity; thus providing an option for families to not partake in the club or not.

10. Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place.

11. Extended services

Breakfast and afterschool club is run from 07:30 – 08:50 hrs and 15:30 – 18:00 hrs. There is a separate booking system and parents are charged directly for this. A registration fee is applied at the time of registering for the service.

12. Damage to property and breakages

Where school property has been willfully damaged by a student *or parent* the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made, will be decided by the Headteacher and dependent on the situation.

13. Remissions and concessions

The school will give consideration to the remission of charges (this is at the discretion of the school) to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance

- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher may authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

14. Voluntary contributions

The Governing Body may ask for voluntary contributions to the school (The Children's Recreational Fund) for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution but the school will send reminders for contributions. Please note – residential activities (including activities that fall outside of normal school hours) do not fall under this remit as these are to be paid in full.

15. Inability or unwillingness to pay

St. Francis Catholic Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

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:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the year or term so that parents can plan ahead and residential visits at least six months
- We have established a system to parents to pay in instalments
- 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
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminated against pupils from families on lower incomes and we will avoid that method of selection.

Disability Equality Impact Assessment

This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.

Policy Monitoring and Review

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

This policy will be available on the school website and upon.

Signed by:

The Chair of Governors

Date

Headteacher

Date

Office Manager

Date