

# Federation of St James the Great and St John's Catholic Primary Schools



## CHARGING AND REMISSIONS POLICY

### Introduction

St James the Great and St John's Catholic Primary Schools are inclusive schools offering equality of opportunity to all pupils within each school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

### Voluntary Contributions

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### Prohibition of Charges

The school is prohibited from charging for the following:

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

### Charges

There is a charge for:

- Breakfast Club (St James the Great) and Breakfast & After School Club (St John's) as well as extra-curricular clubs in order to cover the costs of materials, wear and tear to equipment, proportional premises costs and payment to staff and sports coaches.
- Instrumental tuition for individual pupils or for pupils in groups (which is not part of the national curriculum).
- Top up charges for nursery.

## **Residential Visits**

A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs, are met by voluntary contributions.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2016/17);
- the guaranteed element of State Pension Credit;
- Any income related employment and support allowance that was introduced on 27 October 2008.

**These criteria are aligned with eligibility for free school meals.**

## **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Executive Headteacher and/or Heads of School in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

## **Remissions**

**The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.**

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Executive Headteacher and/or Heads of School.

Parents should speak in confidence to the Executive Headteacher and/or Heads of School if they are experiencing any financial difficulties.

For further information see [DFE advice - Charging for School Activities](#)

Date Adopted: January 2019. (This policy is based on the Southwark LA Model policy as at 2017)