



Holy Trinity Catholic Primary School
Aspire not to have more but to be more

Charges and Remission Policy

Holy Trinity is a Catholic Primary School where Core Values, underpin every aspect of school life. Our Mission Statement is:

*Inspired by Christ and His teaching,
Holy Trinity Catholic Primary School educates, nurtures and celebrates
the unique nature and worth of every member of its diverse family.*

The Mission Statement is summed up in our school motto: **'Aspire not to have more, but to be more'**

The aims for all of our school family are:

- *to promote excellence in all aspects of school life, developing each person's ability to recognize and strive for this;*
- *place Christ at the centre of our daily lives, so that our school family may be the leaven of the Gospel values promoted in our mission*
- *to recognize that all members of the community are life-long learners, prepared to accept challenges with confidence and determination*
- *to promote self-discipline and respect, never accepting bullying of any kind and to communicate this belief in a positive and proactive manner.*

These aims are revisited regularly to ensure their relevance and we work to ensure our statement on equality of opportunity and values are understood by all.

1 Introduction

- 1.1 This policy outlines the purpose, nature and management of the use of charging and remissions in our school. It has been developed by the staff as a whole and all members of the community will deliver this as part of the curriculum. This policy was agreed and ratified by the Governing Body.
- 1.2 The Governing Body of Holy Trinity Catholic Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.
- 1.3 The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
- 1.4 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However for certain activities we may charge or ask for voluntary contributions.
- 1.5 In accordance with Sections 449-462 of the Education Act 1996, the Governors have drawn up the following charging and remissions policy. This was approved by the Asset Management Committee of Holy Trinity Catholic Primary School at their first meeting of the year and will be reviewed annually.

This policy shall be made available to parents or carers on request.

2 Voluntary Contributions

2.1 The school may ask parents or carers for voluntary contributions for the benefit of the school or towards activities. For example, contributions towards school fund, fund raising and costs associated with school trips and visits.

3 School Trips and Visits

3.1 When organising school visits, which enrich the curriculum and educational experience of the children, our school, will write to parents asking them to contribute towards the cost. If a visit cannot take place without some help from parents or carers, this will be explained at the planning stage. No pupil will be left out because a voluntary contribution has not been received. However if there are insufficient contributions, the school may be left with no choice but to cancel the visit.

3.2 If a parent/carer has reserved a place on a school visit and is unable to take part in the visit the school will attempt to fill the child's place however, it is at the schools discretion as whether a part or full refund can be given.

3.3 Governors have agreed to subsidise some trips at their discretion.

4 Residential Visits and Overnight stays

4.1 Where our school activity involves pupils staying nights away from home, there will be a charge for board and lodging. Parents or carers who are in receipt of the following support payments are entitled to claim remission from the payment of the board and lodging charge:-

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

4.2 All other costs involved in residential visits are asked for as voluntary contributions. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

5 Charges in Kind

5.1 The cost of equipment, ingredients and materials for Technology, Science and Art & Craft activities may be charged for (or parents will be required to supply these) if they have indicated in advance if there is a wish to own the finished product.

6 Income from sales – Non-profit making

6.1 Some goods may be purchased through the school for the convenience of parents or pupils. The school will not seek to make a profit from these sales. Goods in this category will include uniform, book bags, reading records, etc.

7 Optional Extras

7.1 Out of hours activities and clubs are classed as Optional Extras.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Activities Outside of School Hours**

The full cost to each pupil of all approved activities deemed to be optional extras taking place outside school hours.

Holy Trinity Catholic Primary School currently offers a range of various activities as optional extras. The majority of these activities are currently paid for by the school.

- **Wake Up, Shake Up Club (Entered as draft to amend/revise appropriately)**

School runs a daily breakfast club that exists to provide high quality physical activity and childcare for our pupils. It operates between 8:00am and 8:45am for all pupils to use.

There is no charge to attend Breakfast Club. However, there is a charge of 50p per day for the childcare element of the club.

Swimming

The school organises swimming lessons for children in KS2. 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.

8 Charging for School Equipment

8.1 No charge will be made for materials, books or equipment needed for lessons. The only exception to this is any damage to, or loss of the equipment not caused by fair wear and tear. A contribution towards the cost of replacement shall be requested. Any reading book lost or damaged must be replaced at the full cost of the new copy. A parent will be informed of this at the relevant time.

8.2 The school does charge for reading records. The cost is £0.80 per reading record.

9 School Meals

9.1 The school's catering contract is with Shires Ltd and Governors set meals charges annually, on a non-profit making basis. We also follow the Local Authority Universal Free School Meals initiative from September 2014 where all infant pupils are able to receive a free school meal. We do ask that families who are eligible for free school meals still apply for them as the premium attached to this benefit comes in to school and helps provide children with additional benefits such as free milk, extra help in lessons, reduced costs for some school trips, sports coaching, pastoral/welfare support etc. The previously mentioned criteria will be used to assess entitlement.

9.2 Please refer to our School Meals Policy for costs and further details.

10 Additional Time in Nursery.

10.1 Those parents who are eligible for 30 hours of funded Nursery Education for their child may also wish for their child to stay for a packed lunch at midday. The cost of this is £5.00 per child per day in order to cover the costs of supervision, cleaning and sundry services.

10.2 Where parents are in receipt of 15 hours of funded Nursery Education and wish to pay for more hours (up to 30 hours in any week during the academic year) the cost will be £4.30 per hour.

11 Paying for Information

12.1 Where parents or members of the public request copies of information under either the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. Details of charges are provided in the schools Data Protection Policy and FOI Publication Scheme.

12 Monitoring & Review

12.1 The procedures in this policy will be monitored in the light of any new information and guidance that becomes available.