



# Charging and Remissions Policy

June 2025

FIN-02



APPROVAL COMMITTEE	DATE APPROVED	REVIEW DUE DATE
Finance	June 2025	June 2026

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### **EQUALITY IMPACT STATEMENT**

The governing board has reviewed this procedure to ensure that it does not discriminate against any individual or group on the basis of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy or maternity, or socio-economic status. This procedure has been developed with due regard to the school's Public Sector Equality Duty (PSED) under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment, and victimization.
- Advance equality of opportunity between different groups.
- Foster good relations between different groups.

The governing board is satisfied that this procedure reflects the school's commitment to promoting equality and inclusion.

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## 1. Introduction

All education provided to fulfil the requirements of the National Curriculum during school hours is provided free of charge. Where we provide activities and events which are additional to the National Curriculum to enhance it, we may request a voluntary contribution or make a charge to parents.

## 2. Voluntary Contributions

When organising trips out, visitors in to school and other such activities which enrich the curriculum and educational experience for the children during school hours, we may invite parents to contribute a sum to help cover estimated costs and expenses. All contributions are voluntary; however, if we do not receive sufficient voluntary contributions to cover the total costs, the activity may not go ahead. Voluntary contributions received in excess of the total costs may be retained by the school. The school may contact parents/carers to ensure that the school is supporting families if there are reasons for not being able to contribute towards residential or day trips.

We will not exclude any child that does not make a voluntary contribution where we have requested one for activities during school hours. Such costs are covered from the school's own resources, if possible. Parents may request information on how a trip has been funded by contacting the school office.

### 2.1 Swimming

**2.1.1** All children in Year 5 learn to swim as part of the school curriculum. Some Year 6 pupils are invited for booster sessions in the Summer term if they have been unable to swim 25 meters. We do not charge for this tuition.

**2.1.2** We request a voluntary contribution towards pool hire, travel and associated costs. Parents are informed when these lessons are to take place and must give their written permission for their child to take part.

## 3. Charges

Education mainly or wholly out of school hours or activities which are additional to the national curriculum may be charged. If the required payment is not made, children may be excluded from participating.

### 3.1 Residential Visits

The school may organise residential visits. We make a charge for the board and lodging aspect of these trips and request a voluntary contribution for the tuition, travel and associated costs.

### 3.2 Music Tuition

**3.2.1** All children study music as part of the school curriculum. We do not charge for this.

**3.2.2** The peripatetic music teachers teach individual or small group lessons. We give parents information about additional music tuition at the start of each academic year. There is a charge for individual or group music tuition that is not part of the National Curriculum. The school may offer music tuition to children in receipt of pupil premium.



### 3.3 School Meals

The school organises hot school lunches every day of the week. This is provided by St Joseph's Hub Kitchen. There is no charge for Reception, Year 1 and 2 pupils for this provision and a charge is made for any meals booked or taken by Year 3 to 6 pupils. Children entitled to free school meals receive hot meals from funding received by the school.

### 3.4 Externally Provided Extra Curricular Provision

A number of activities are available to children outside of school hours both before and after the start of the day. Where these are provided by external providers a charge is made by the provider. The school may offer a club to children in receipt of pupil premium.

### 3.5 Internally Provided Provision

Nursery provision – Please refer to the Nursery Charging Policy.

### 3.6 Curriculum Resources

The school may charge for some resources children use in school if the children wish to take the finished piece of work home and the parents have indicated in advance that they wish to purchase the item. This might include a model made or a cake baked in Design and Technology.

### 3.7 Wraparound Care

Little Walkers provide before and after school care. A charge is made for this service by Little Walkers.

## 4. Remissions

The Governing Body does not want any child to miss out on an educational experience that is provided by the school simply because a child's parents cannot afford it; however, the school funds cannot afford to remit (waive) charges for all pupils all of the time. We therefore have the following policy on remissions.

### 4.1 Residential Visits and Trips out of School

If a parent is unable to make the necessary payments and voluntary contributions for a residential journey or school trip they are requested to speak to the Head Teacher. The Head Teacher may make an offer to accept payments by instalments or may agree to waive part or all of any payments due because of exceptional extenuating circumstances. Parents in receipt of certain state benefits are therefore encouraged to speak to the Head Teacher in order to establish whether additional funding exists to support them.

### 4.2 Music Tuition

The Governing Body may remit charges for individual or group musical instrument tuition for children receiving pupil premium.

### 4.3 School Meals



Parents in receipt of certain state benefits are entitled to free school meals. Applications should be made to the Pupil Administrator who will check entitlement. Children on free school meals will be provided a hot meal by the school at no charge to the parents.

#### 4.4 Externally Provided Extra Curricular Provision

The Governing Body may remit charges for externally provided extra-curricular activities for children receiving pupil premium.