



St. Aidan's Catholic Primary

Charging and Remissions Policy

Agreed: September 2023

Review date: September 2025

Aims and Objectives

'When I leave St. Aidan's, I will be a confident, independent and resilient learner who has built strong foundations in learning for the next stage of my schooling and an understanding of how I can affect the world around me...'

- Principles of Our Curriculum.

We believe in the inclusion of all children in everything that we do in school. We believe that school trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. We aim to include every child in these types of experiences to enable them to fully achieve the statement of intent above.

It is the responsibility of the Local Governing Committee to formulate and review a policy on charges.

Education During School Hours

No charge can be made for education during school hours. The definition of "education" includes material, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between school and any curricular activity.

School hours are those when the school is actually in session and do not include the break in the middle of the day.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, and the school provides this information on request.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- school trips
- musical events
- school camp

Residential Visits

In all instances of residential visits a charge will be made to meet the costs of board and lodging, except where the remissions policy applies.

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. Where residential stays are organised that take place mainly outside of school hours and the trip is not covering the National Curriculum, a charge will be made. Parents/carers will be given the option to have this cost broken down into instalments to make the cost more affordable.

Swimming

The school organises swimming lessons for all children in Year 5 and 6. These take place in school time and are part of the National Curriculum. The school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may not continue swimming lessons. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

After School Clubs

The school offers additional coaching/clubs after school. These take place outside of school time and are additional to the National Curriculum. The school requires parents to contribute to the cost. We inform parents when sessions are to take place, and we seek the parents' written permission for their children to take part. The costs will be kept to a minimum and monies received will be used to cover the costs of running the after-school activity where appropriate.

Before and After School Childcare Provision

The school offers a wraparound care provision. The fees are reviewed annually. Payment is made through the Parent Pay. Full payment details will be communicated through the school website and Parentmail.

Remission

It is the policy of the Governing Body to review each individual case and may if appropriate apply the following:

1. to remit charges for school activities to parents (i.e., those in receipt of Income Support, Working Family Tax Credit, Free School Meals, Income-based Jobseekers Allowance, Child Tax Credit) who had been unable to give a donation.
2. to look at individual cases where parents have been unable to give a donation.
3. to agree how to fund shortfalls for activities.

Breakages/Damage

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

School Uniform

School uniform is sold directly to parents through an independent clothing company.

Fundraising

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship or for particular charity days e.g. Cafod, Red Nose Day. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

Responsibilities

Authority for the day-to-day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by Governors.