

WESTMINSTER CATHEDRAL CATHOLIC
PRIMARY SCHOOL



CHARGING AND REMISSIONS
POLICY

NOVEMBER 2020

1. Introduction

This policy is written in accordance with the DfE Charging for School Activities document, May 2018. All education provided during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. Wherever possible, we provide additional activities (not part of the National Curriculum) at no cost, though in some instances this may not be possible.

2. Aims and Objectives

The aims of this Policy are to:

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
- Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

3. Activities without charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment or transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition, which is part of the National Curriculum, or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental and vocal tuition for children in care.
- Entry for a prescribed public examination, including re-sits, provided that a pupil has been prepared for it at the school.

4. Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 partners have not paid any contribution. We do not treat these 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. 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 the theatre;
- Musical events

5. Residential Trips

If the school organises a residential trip in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of the board, lodging and travel expenses. If parents are experiencing financial difficulties they are invited to write in confidence to the Headteacher (also please see the section on Remissions Policy).

6. Music Tuition

All music lessons provided as part of the national curriculum are free of charge.

7. Swimming

The school organises swimming lessons for all children from Years 3 to 6. These take place in school time and are part of the national Curriculum. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

8. School Meals

From September 2014, all pupils in Reception and Key Stage 1 are entitled to a free school meal. Parents whose children would previously have been entitled to a free school meal because the family is in receipt of certain benefits are requested to make an application to the local authority so that the school may receive additional Pupil Premium funding for these children. Children in Key Stage 2 may be entitled to free school meals if their parents are eligible for certain benefits. Please ask in the School Office for details.

9. Activities Outside School Hours

No charge is made for activities that are outside of school hours and are part of the curriculum. However, we may ask for a contribution towards materials.

For all other activities outside the school hours, the school tries to subsidise these costs in order to allow all children to participate.

Breakfast Club

We hold a breakfast club from 7.45am on school days. A small charge is made to cover the cost of supplying breakfast for children. No charge is made for additional activities pupils may participate in as part of Breakfast Club. Costs for 2020-2021 is £3.00 per child per day, or £12 per child for a whole week.

10. Damage/Loss to property

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

11. Lettings

The school at present does not make its facilities available to outside users.

12. Other Charges

The Headteacher, Finance committee or Governing body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying

13. Remissions Policy

Where the parents of a pupil are in receipt of income support or family credit, the Governing Body may offer to remit in full the cost of full board and lodging for any residential activity which is deemed to take place in school hours or where it forms part of the syllabus for the National Curriculum.

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chairman of the Governors.

APPROVED AND AUTHORISED BY:

Chair of Resources Sub-Committee

Name: Ana Arxer

Signed:

Date:

Executive Headteacher

Name: Nathaneil Scott Cree

Signed:

Date:

Review Period: Annual

Next review Date: October 2021