

# Holy Family Catholic Primary School



## **Mission Statement:**

With Christ at our Centre, we live, love and learn together,  
reaching out to all.

Only our best is good enough!

# Charging and Remissions Policy

**Revised:** May 2025

**Date of next review:** Nov 2025

**Signed:** Mr I Leatherbarrow

**Role:** Chair of Governing Body

**Adopted by the Governing Body:** 11<sup>th</sup> June 2025

## **1. Introduction**

1.1 This document is a statement of the aims, principles and strategies in respect of charging for School Activities.

1.2 This policy will be reviewed from time to time to ensure compliance with legislation and to reflect the decisions of the Governing Body.

1.3 Where education is provided wholly or mainly during school hours, it is provided free of charge.

1.4 Where supplementary activities are offered, which are not part of the syllabus, then charges may be made.

## **2. Voluntary contributions**

2.1 The headteacher or Governing Body may ask parents for voluntary contributions towards:

2.1.1. Any activity which takes place within school hours

2.1.2. School equipment

2.1.3. School funds generally

2.2 When organising school trips, events or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip or event. 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.

2.3 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.

2.4 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 and places of interest;

☐ outdoor adventure activities;

☐ visits to the theatre;

☐ musical events.

## **3. Residential visits**

3.1 The school organises a residential trip each year for Year 6 children. Parents/Carers have to pay for the cost of the trip, but are given eight months notice and are provided with the facility to make weekly contributions towards the costs. The school subsidises the cost of residential trips and transport.

## **4. Music tuition**

4.1 All children study music as part of the normal school curriculum.

Year 5 and Year 6 children receive weekly flute/clarinet lessons/ukulele lessons depending on the curriculum cycle and are provided with an instrument. We do not charge for this.

## **5. Swimming**

5.1 The school organises swimming lessons for all children in Key Stage 2 during the summer term. These take place in school time and are part of the National Curriculum. There is no charge for this activity. We inform parents when these lessons are to take place. The school asks parents for a voluntary contribution towards paying for transport to and from the venue.

## **6. Club Activities**

6.1 Extra-curricular clubs operate at various periods during the academic year. There is no charge for these activities run by the school staff. Where external providers are used, children are charged at a pre-agreed rate.

## **7. Early Years Snack**

The school will seek a voluntary contribution, of £6 per half term, per child, to cover the cost of snack. Any excess funds at the end of the academic year will be used to purchase resources for the children.

## **8. Extended Hours Provision**

### **Breakfast Club**

81 The school has a breakfast club provision and a daily rate of £2.50 is charged per child and £2.00 for any sibling within the family.

### **Nursery**

8.2 Nursery Wraparound is £23.50 per session.

8.3 Additional Nursery Hour between 11:30 and 12:30 is £3.50 per child, per day.

## **9. Late Pick fee**

This will be chargeable for any family resulting in a late pick up either at the end of the school day at 3:15pm and/or at the end of an after-school club at 4pm. This fee will cover the cost of the staff to have to stay behind to watch your child. The rate will be an initial £5 followed by £1 for every minute thereafter.

## **10. Damaged or lost items and other chargeable items**

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents.

## **11. Remissions**

The school has set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities: • 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 State Pension Credit • Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190 • Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit. • Universal Credit – if they apply on or after

1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the School Business Manager via the school email address.