

# St Patrick's Catholic Primary School



## Charging and Remissions Policy

Date: September 2021

Review Date: September 2024

# St Patrick's Primary School

## Charging and Remissions Policy

*We strive for excellence within a caring and diverse community, nurturing the Catholic faith, respecting each other, living, working and growing together as part of God's family.*

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### 1 Introduction

1.1 The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards pupils' all round educational experience and their personal and social development. We encourage and promote external activities which give added value to the curriculum. Although education during school hours is free for all children, the Governing Body reserves the right to make a charge in some circumstances for activities and small group tuition. We take into account the wide variations in family income while not adding additional unexpected burdens to the school budget.

### 2 Voluntary Contributions

2.1 When organising school trips or visits, 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.

2.2 The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions' which are self-explanatory.

2.3 Subsidies from various sources e.g. School Fund, St Patrick's School PTA(FOSPA) or other voluntary organisations, will be considered to cover deficits. We also use part of our pupil premium funding to enable such enrichment activities to take place.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalment.

2.5 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. In some circumstances 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.

2.6 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
- Outdoor adventure activities

- Visits to or by a theatre company
- School trips
- Musical events
- Transport

### **3 Residential Visits**

3.1 If the school organises a residential visit in school time, or mainly in school time, we do make a charge to cover activity expenses and workshops and the engagement of specialist staff where appropriate. Parents/Carers are obliged to pay for the residential expenses of such trips, and we also ask parents to contribute to the full cost of the travel as these are beyond the scope of our main school budget. A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

### **4 Music Tuition**

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

4.2 There is a charge for individual or small-group music tuition, since this is an additional curriculum activity, not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

### **6 Lunchtime/After School Sport and Creative Activities**

6.1 The school offers additional activities after school and during lunch breaks. We reserve the right to make a small charge for these sessions.

### **7 Staff Remission Scheme**

#### **Eligibility**

The scheme is available to all full- and part-time staff who have a contract of employment with the School<sup>1</sup>.

The scheme is not available to staff working at school through agencies or on zero-hours contracts. The scheme is not available to visitors, students on placement or any other people deployed or engaged with the school on a temporary basis.

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<sup>1</sup> In this document, the word School represents St Patrick's Catholic Primary School, E17 7DP

The scheme is not available to partners of staff.

The scheme is only available for the duration of the employment with the School.

- 7.1 Staff who are employed by the school are eligible for a reduction in school meals and childcare fees for their children during term times after making an application to the Headteacher. Application for the
- 7.2 Amount of remission
  - 7.2.1 Eligible full-time or part-time employees will receive a discount of 20% of the full dinner fee.
  - 7.2.2 Eligible full-time or part-time employees will receive a discount of 20% of the full dinner fee, breakfast club, afterschool or sports club fees which the school runs and charges for.

This offer will apply for each of their children who attend the School during term time. The remaining balance of the fee will be paid by the employee.

## **8 Parent Remission Schemes**

### **Eligibility**

The scheme is available to all parents or carers<sup>2</sup> with parental rights whose children are currently registered as pupils of the School.

The scheme is not available to former or future parents or carers of children registered as pupils at the School.

The scheme is not available to partners of parents or carers of the children registered as pupils at the School. The scheme is only available for the duration of the children being pupils of the School.

### **8.1 Introduction and registration of a new family at the School**

8.1.1 Eligible parent or carer who introduces a new family that registers their child or children with the school will receive an offer of £100 credit on ParentPay after the registration of the new child or children they introduce.

8.1.2 Eligible parent or carer who has been introduced to the school and registered their children with the school, will receive an offer of 15 days of holiday childcare at the reduced (sibling) rate - currently £20 per day.

8.1.3 Eligible parent or carer who has been introduced to the school and registered their children with the school, will receive an offer of a discount of 20% of the school dinner fee for the duration of the first 12 weeks for each of their children after their children become pupils of the school.

8.1.4 Eligible parent or carer who has been introduced to the school and registered their children with the school, will receive an offer of receive £100 credit on ParentPay after the registration of their child with the school.

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<sup>2</sup> In this document carer means a carer with legal parental right for the child or an eligible foster parent

8.1.5 The discount time for childcare and dinners listed above will be limited to the first 12 weeks during the first term of the registration with the school.

8.2 The Governing Body may remit charges in full or in part for other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise remission in consultation with the Chair of Governors.

8.3 Parents of children who receive free school meals may be offered the option to make a reduced payment upon request.

## **9 Partner Nurseries Remission Scheme**

The scheme is available to all full- and part-time staff who have a contract of employment with the School's partner nurseries.

The scheme is not available to visitors, students on placement or any other people deployed or engaged with the nurseries on a temporary basis.

The scheme is not available to partners of the nurseries staff.

The scheme is only available to staff for the duration of their employment with the partner nurseries.

### **9.1 Introduction and registration of a new family at the School**

9.1.1 Eligible full-time or part-time employees of partner nurseries will receive an offer of holiday childcare discount at the reduced (sibling) rate for each of their children - currently £20 per day.

## **10 Other Chargeable Services**

The services provided by St Patrick's Catholic Primary School that require payment from parents are listed below. It should be remembered that all parents choose to buy these services from the school. These chargeable services include but are not limited to:

### **3.1 Provision of School Meals**

3.2 Extended School Facilities i.e. Breakfast Club and After School Club, including additional charges for late collection.

3.3 Damage to school property – the cost of replacing any item, such as a broken window, where this is a result of a pupil's behaviour

3.4 Damage to third party property – the cost of replacing any item, such as a broken window, where this is a result of a pupil's behaviour

3.5 Damage to school books

**Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every three years and assess its implementation and effectiveness.