



St Brendan's RC Primary School

Charging & Remission Policy

**Love life,
Love learning,
Achieve together in God's love.**

Introduction

At St Brendan's RC Primary School we believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curriculum and extra-curricular) independent of their parents financial means.

This Charging and Remissions policy describes how we will do our best to ensure a wide range of additional activities including trips, clubs, and residential experiences are offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Statement

This policy has been formulated in accordance with DfE guidance on: Charging for School Activities.

It is a statutory requirement that Local Authorities (LAs) and Governing Bodies to determine and keep under review their policy on charging and remissions within the framework of the legislation. It is for individual Governing Bodies to determine their policy in relation to the Council's policy. The Governing Body's policy may be more or less generous than the Council's, as long as it meets the requirements of the law. Schools must maintain a written statement of their policy and make it available to parents on request.

Neither an LA nor a school can make charges for school activities unless a policy is in existence.

The objectives of the charging provision of the legislation are:

- to maintain the right to free school education;
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LA and schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.

Legislation

The legislation:

- enables charges for education activities to be raised only in certain circumstances;
- enables voluntary contributions in support of any activity to be sought;
- requires a policy which, as a minimum, provides for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip where it takes place within specific criteria referred to in the legislation and where the pupil's parent(s) are in receipt of specified state benefits.

The Policy

This policy sets out the circumstances under which the school will ask parents to pay for activities organised by the school.

No charges will be made for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Tuition for pupils learning to play musical instruments as part of the Wider Opportunities programme
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip
- Transport to swimming lessons

Parents are expected to pay for:

- Activities which take place outside school hours, if the majority of the time spent on the activity takes place outside school hours. (Time spent on travel counts in this calculation if the travel itself occurs during school hours)
- Board and lodging costs of residential trips deemed to take place during school time
- Residential trips deemed to take place outside school hours
- Instrumental music tuition for individuals or groups of pupils
- Loss, damage or breakage of school property or premises

Voluntary contributions will be sought for:

- Education provided on any trip that takes place during school hours
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum or part of the school's basic curriculum for religious education
- Transport provided in connection with an educational trip
- Educational activities taking place during the school day which are provided by external companies and individuals e.g. theatre workshops, history re-enactment days

Where the Governing Body ask parents for a voluntary contribution towards the cost of these activities, it will be made clear that parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Remissions

In circumstances for family hardship, the Governors may wish the school to remit the cost to certain parents. Parents in these circumstances should apply in confidence to the Head Teacher.

Monitoring and review

This policy is monitored by the Governing Body, and will be reviewed if necessary.

Document history

Date	Amendments
October 2009	Original documents
October 2012	Mission Statement, Point 1 & 2, Remissions
November 2016	Update of policy in line with DfE guidance
September 2024	To be reviewed