

St. Thomas of Canterbury Catholic Primary School

A Member of the St. Francis of Assis Catholic Academy Trust

Charging and Remissions Policy

March 2025

This Policy should be read in conjunction with our other Policies

***‘Learn, love and, respect
through Jesus’***

Section 1 - Principles

1.1

The Governing Body accepts the principle, enshrined in Legislation, that access to all parts of the Curriculum should be available to all pupils, regardless of income of parents/carers, and is keen to ensure that pupils whose parents/carers are in receipt of benefits set out in Paras 2.5 and 2.6 below have equal opportunities to the Curriculum in its widest sense.

1.2

The Governing Body recognises the value of activities outside the school curriculum and wishes to encourage these by remitting charges where possible and appropriate.

1.3

In the light of budgetary constraints, the Governing Body recognises the need to make charges and to seek voluntary contributions, where appropriate, and reserves the right to do so.

Section 2 - The Policy

2.1 Voluntary Contributions

The Head Teacher or Governing Body may ask parents/carers for a voluntary contribution towards the cost of:

- any activity which takes place during school hours
- school equipment
- school funds generally

The contribution must be genuinely voluntary and parents/carers who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it will be cancelled.

2.2 Charges for ‘Optional Extras’

Full charges will be made for trips and activities that fall outside the school curriculum or outside school hours, subject to Paras 2.5 and/or 2.6 below. The charges will not exceed the actual cost per pupil.

2.3 Charges for Curriculum Activities

Where activities form part of the school curriculum or take place wholly or mainly in school time, full charges will be made for board and lodging, subject to Paras 2.5 and/or 2.6 below. The charges will not exceed the actual cost per pupil.

2.4 Charges for Materials

Charges may be made to cover the cost of materials used in activities such as technology subject to Paras 2.5 and/or 2.6 below. Charges will not exceed the cost of materials.

2.5 Remissions for Pupils in receipt of Free School Meals

- This paragraph applies to pupils who receive free school meals, those whose parents/carers receive tax credits or are experiencing significant financial hardship.
- Charges outlined in paragraphs **2.2, 2.3, 2.4** above will be remitted in full or in part for such pupils
- Parents/Carers should speak to the Head Teacher who has full discretion to remit charges

2.6 Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school must **not charge** for the educational or travel elements.

Where the trip takes place wholly or mainly during school hours, pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, be entitled to the remission of the charges for board and lodging:

- Income Support (IS)
- Income-based Jobseeker's Allowance (IBJSA)
- Support under Part V1 of the Immigration and Asylum Act 1999
- Child Tax Credit provided that Working Tax Credit is not also received and the annual gross income (as assessed by HMRC) of no more than £16,190
- Working Tax Credit run-on – Paid for 4 weeks after one stops qualifying for Working Tax Credit
- The guarantee element of State Pension Credit
- Universal Credit if applied for on or after 1 April 2018 the household income must be less than £7,400 a year (after tax and not including any benefits received)

2.7 Instrumental Music Lessons

A charge is permitted for instrumental music tuition undertaken in school hours for up to and including four pupils, unless the tuition forms part of the syllabus for a prescribed public examination.

This Policy has been considered by Staff and Governors and was adopted by the Premises and Finance Committee on behalf of the Local Governing Body at the meeting on **4 March 2025**

This Policy will be reviewed annually

