



**HOLY FAMILY &
ST. MICHAEL'S
CATHOLIC
PRIMARY SCHOOL,
A VOLUNTARY
ACADEMY**



Everything we do is for the children

The main aim of our Mission Statement is that our teaching and learning are centred on the teaching and example of Jesus Christ.

Policy: Charges and Remissions Policy

Date Agreed: September 2018

Date of Review: September 2019

Headteacher: Mrs C. Cade B.A. (Hons) NPQH

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Child protection statement

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment where children are respected and valued. We will act quickly and follow our procedures to ensure children receive early help and effective support, protection and justice.

Charges and Remissions Policy

1. Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2. 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 the activity. 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.

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;
- School trips;
- Musical events.

3. Residential visits

The school organises residential visits for children. The cost of the trip includes board, lodging, educational materials, entrance to sites visited, charges for any activities experienced and travel expenses. If parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher. Parents will be given the option of a payment plan to spread the cost of the residential visit.

4. Music Tuition

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

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. We give parents information about additional music tuition at the start of each academic year.

We reserve the right to withdraw music tuition if payment is not made. Letters will be sent to parents / carers to inform them of any monies owing before such a decision is made.

5. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We 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 in swimming lessons.

6. Activities not run by the School or Local Authority

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

7. Charging in Kind

The cost of ingredients, materials, equipment, etc., needed for practical subjects, such as food technology or DT, is budgeted for and borne by the school. However, the school may charge for, or require the supply of ingredients and materials, if the product is to be owned and taken home by the child afterwards, e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials or purchase their own materials for the activity.

8. Breakages & Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- broken windows
- defaced, damaged or lost text books

- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour

9. Special Needs

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

10. Moneys Outstanding

It is inevitable that some parents may find themselves owing money to school for a variety of reasons. In such an occurrence the school will:

- Monitor the situation until such a time that the Headteacher feels action is required.
- Contact the parents informally, perhaps over the phone, in person, or by letter to alert them to the situation.
- If the debt remains or increased, the Headteacher will contact the parents again, with written evidence of contact being kept.
- If a debt is to be written off at any time the Headteacher will seek the permission of the Governing Body and will offer reasons why they feel that the debt should not be pursued further.