

## Holy Family R.C. Primary School,

### Charging and Remissions Policy



#### **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

#### **Responsibilities**

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

The Body of the School recognise that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip.
- 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 a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.

- Transporting registered pupils to other premises where the governing body or local education authority arranged for pupils to be educated.
- Transport provided in connection with an educational trip (though a voluntary contribution could be requested).

Charges may be made for:

- Board and lodging on residential visits
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for, travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils (eg a broken window or toilet seat)
- Extra-curricular activities and school clubs
- Any extended school activity
- Damage/vandalism/loss to and of school property (eg reading books)
- Any photocopying that is requested by parents relating to their child under the 'Freedom of Information Act.'
- Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (eg mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at a rate that will include the cost of staff time to sort and collate the relevant information as well as photocopying charges and postage.

Voluntary Contributions Parents will be invited to make a voluntary contribution for the following;

- Pupil's travel costs
- Entrance fees to museums, castles, theatres etc
- Insurance costs
- Educators/artists fees

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition, the following will be made clear to parents;

- That the contribution is genuinely voluntary and a parent is under no obligation to pay.
- That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Where a family's financial circumstances would make participation difficult, the school will consider support on a case-by-case basis.

However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school will be obliged to cancel the activity/visit. Parents are made aware of a possible cancellation to the

activity/visit if insufficient voluntary contributions are received from the outset. The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The school cannot ask for a direct debit to the school fund. The school may ask for voluntary contributions, as long as it is clear that they are voluntary, but state education must be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

Date of Policy approval: November 2025

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