St. Andrew's Catholic Primary School

Charging and Remissions Policy

Policy Owner:	Tom Carroll and Full Governing Body
Date Approved and Reviewed:	September 2026
Next Review Due:	September 2028

The mission of our school is:

To Live, Love and Learn Together as witnesses for Christ.

ST ANDREW'S CATHOLIC PRIMARY SCHOOL CHARGING & REMISSIONS POLICY

This charging policy has been compiled in line with DfE requirements and in accordance with Sections 449-462 of the Education Act 1996.

AIMS:
To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of St. Andrew's School is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for this element of education. The Governing body, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which the School attempts to provide, together with our legal and moral position regarding their funding.

RESIDENTIAL VISITS – defined as - "One which requires the pupils taking part, to spend one or more nights away from their usual overnight accommodation". Part vi, Chapter iii, 462 1996 Education Act.

1. The school may charge parents for the cost incurred for board and lodgings for residential visits.
2. The schools may only charge for travel costs and other expenses incurred if they take place outside school hours.
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary basis (see below).
4. Where a charge is made, it will not exceed the actual cost of providing extra activity, divided equally by the number of pupils willing to participate.
5. The cost for residential trips can include an appropriate element for:

- travel costs
- board and lodging
- materials, books, instruments and other equipment
- non-teaching staff costs
- both teaching and non-teaching staff board and lodging costs
- entrance fees to museums, castles, theatres etc.
- insurance

6. Full remission for board and lodging will be given where parents are in receipt of one or more of the following.

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income based Employment Support Allowance
- Support under part vi of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the household income (as assessed by Her Majesty's Revenue and Customs does not exceed £16,105
- The guarantee element of State Pension Credit
- Universal credit in prescribed circumstances

Parents in receipt of one of the above benefits should apply for remission via written or verbal request to the Headteacher.

However, should the level of contribution fail to reach the required cost of the visit, the visit may have to be cancelled.

NON-RESIDENTIAL VISITS: - trips within school time and/or visitors into school

1. No charge will be made for visitors or non-residential activities taking place in school hours
2. An activity is deemed to take place during school hours if 50% or more of the time occupied by that period, together with any connected travel time falls during school hours. School hours do not include the break in the middle of the day.

NON-RESIDENTIAL ACIVITIES: trips outside school time (optional extras)

1. If the visit takes place outside school hours, schools may charge parents for travel and other expenses
2. A charge will be made for optional extras
3. Participation in any optional activity will be on the basis of parental choice and a willingness to meet such expenses will be on a voluntary contribution basis (see below)
4. Where a charge is made, it will not exceed the actual cost of providing the optional extra activity, divided equally by the name of pupils will to participate. Nor in cases where a small proportion of the activity takes place during school hours, may it include the cost of alternative provision for those pupils who do not wish to participate.
5. The cost can include:
   - travel costs
   - materials, book, instruments and other equipment
   - non-teaching staff costs
   - insurance costs

VOLUNTARY CONTRIBUTIONS:

1. Voluntary contributions may be sought from parents for any school activity.
2. Any request for a voluntary contributions will make clear:

- that there is no obligation to contribute
- that pupils will be treated equally, regardless of any contribution received
- the contribution per pupil which is required in order that the activity takes place
- the implication of possibly cancelling the visit or activity if sufficient contributions are not received.

3. Where major expense is involved or when deposits have to be paid by the school to secure future activities or events, a deposit may be requested from parents. This should be in the region of 10% of the total cost. This will only be refunded to parents if the school or relevant outside agency decided to cancel the event.

TRANSPORT :

Transport is often a significant proportion of the total cost of any visit. For the majority of visits transport will be provided coach or minibus. Where transport is required for educational visits, day trips and/or activities that take place during school hours, or which are part of the curriculum, there will be no charge made to parents. However, the Governing Body reserves the right to request a voluntary contribution from parents to assist with transport costs and to cancel any visit or trip if insufficient contributions are made.

TUITION IN THE PLAYING OF A MUSICAL INSTRUMENT:

- A charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum, when it must be provided free.
- Schools will charge individual parents for any hire charges incurred.
- Where there is a charge to be made for musical tuition or the hire of instruments, parental consent will be obtained before a pupil is given that tuition.

EARLY YEARS NURSERY PROVISION:

The Governing Body operates a 30-hour 30 place Nursery for children aged 3-4 years. Currently all parents are eligible for 15 hours of free childcare with an additional 15 hours of free childcare available if parents meet the funding requirements. Parents will be charged for the additional 15 hours if they do not qualify for 30 hours of free childcare.

DEBT MANAGEMENT:

The schools preferred method of payment is via Parent Pay. Parents/Guardians are requested to pay in advance of services such as Jigsaws / Nursery Wraparound and School Meals. Invoices will be sent afterwards if services are not paid in advance. The Debt Management Policy is reviewed on an annual basis.