



HOLY FAMILY CATHOLIC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Mission Statement

At Holy Family we grow, learn and succeed walking in the footsteps of Jesus.

1. Introduction

The purpose of this policy is to ensure that there is clarity about the items which the school will provide free of charge and the items which there may be a charge. All education during school hours is free. All Nursery children access 15 hours of free education. We do not charge for any activity undertaken as part of the National Curriculum.

2. Voluntary contributions

On an annual basis parents are asked for a voluntary contribution of £15 per child to the Diocesan Building Fund.

We also ask parents of children in the Foundation Stage to contribute £1.00 per week to the Foundation Stage fund which covers the cost of their daily snack, baking and activities.

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 a trip. 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.

If a child is absent a refund for the activity may be given if the school has been charged for the number of children attending on the day, rather than paying in advance. No refund is given for transport costs.

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:

- Cookery club
- Gardening club
- After school sports activities

3. Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred divided by the number of children participating. There will be no levy on those who can pay to support those who cannot or will not.

4. Nursery lunch supervision

Nursery parents of children with morning places are able to purchase 'top up' sessions in the afternoon if they are not eligible for 30 hours free provision. They are charged £17.50 per afternoon session; £5 per hour and £2.50 for lunch supervision. Sessions are payable half a term in advance and no refund is given if a child is absent. Lunch supervision is in addition to the 30 hours free provision.

5. Residential visits

If the school organises a residential visit in school time, a charge is made to cover the costs of staff at the residential centre, board, lodging and travel expenses. If parents are experiencing financial difficulty they are invited to write in or have a chat in confidence to the Headteacher. No child will be excluded from the visit for financial reasons.

6. School Meals

A charge is made for children having school meals. The charge for meals is set by the school. Parents are asked to register with Parentmail and pay online. Parents can pay for a term or half term in advance. Reminder letters/emails are sent out if a parent falls behind on payment. If a parent struggles to pay it is advised by Trafford that their child no longer has a school meal and should bring a lunch in from home. The school office advises parents to apply for free school meals where applicable. The School is not responsible for outstanding monies owed.

A refund is given if a child is absent from school or on a school visit.

7. Music tuition

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

There is a charge for group music tuition. The peripatetic music teachers employed by Trafford Music Service teach small group lessons. The charge for these lessons depends on the number of children having lessons. The charge is set by Trafford Music Service. Parents are invoiced for the lessons by the Music Service.

8. Classroom activities

The school may charge for the cost of materials or ingredients for Art, Design Technology or Science when children have made something and wish to own the finished product.

9. Before/After School Clubs

If the club is run by an outside agency, e.g. Trafford Sports they set the charge for the club in consultation with the Headteacher. Payment is given directly to the organisation.

10. Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time. Swimming is part of the National Curriculum. We make no charge for this activity. The school pays for the lessons and transport from the school budget. We inform parents when these lessons are to take place.

11. Uniform accessories

A charge is made for the purchase of water bottles, fleeces, school book bags and rucksacks.

12. Damage/loss to school property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

13. Lettings

The school will make its facilities available to outside users such as Alphabets before/After School Club, at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee with advice from the Local Authority.

15. Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or children's records.

Reviewed March 2017