

Holy Family
Catholic Primary School



Charging and Remission
Policy

Approved June 2021

Review date June 2023

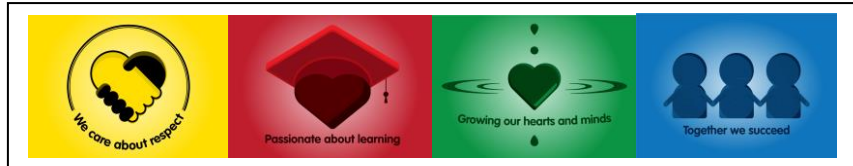


HOLY FAMILY CATHOLIC PRIMARY SCHOOL

CHARGING AND REMISSION POLICY

Mission Statement and School Values

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



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.

We Aim To:

Ensure that education in school is free.

Ensure that activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.

Ensure that there is no statutory requirement to charge for any form of education, but the school has the discretion to charge for optional activities provided wholly or mainly out of school hours.

Ensure that the school has the right to invite voluntary contributions for the benefit of the school or in support of activities organised by the school, whether during or outside school hours.

Practises

With the aforementioned aims in mind, it is the policy of this school:

To continue to request voluntary contributions from parents towards activities organised by the school during school hours. The school is willing to support the funding of certain activities.

Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution.

If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity may have to be cancelled. Optional trips wholly or mainly outside school hours will be charged at full cost.

The school may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish to have the finished product. This school may make charges for breakages and damage to property including window breakage and cost for graffiti removal.

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 individual or 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 Trafford Music Service.

Nursery lunch supervision

Nursery parents of children with part time places (15 hours) are able to purchase 'top up' sessions if they are not eligible for 30 hours free provision.

They are charged £17.50 per additional session; £5 per hour and £2.50 for lunch supervision.

Children who are able to access 30 hours in the Nursery are charged £2.50 per day for lunchtime 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.

Swimming

Swimming lessons form part of the P.E. curriculum for Year 4 children at Holy Family. These sessions take place in school time and we make no charge for this activity.

School Meals

Universal Free School Meals are available for all Infant children.

In KS2, a charge is made for children who have a school lunch. Parents are able to pay in advance should they so wish. If payment for school meals has not been made for two weeks, a reminder letter will be sent. If payment is unable to be made following a reminder, there will be a request for the child to bring a packed lunch from home.

If a child is absent from school, a refund will be given.

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.

After School Clubs

For regular activities, the charges for each activity will be determined by the Headteacher and reviewed for each event. Parents will be informed of the charges prior to each event by ParentMail.

School Building Fund

The Diocese of Shrewsbury invites parents to make an annual voluntary contribution of £15.00 per child to support the upkeep of the school building.

Uniform accessories

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

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.

Other charges

The Headteacher, Finance and Premises 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 children's records.

Remissions

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors