# Charges and Remissions Policy

*Our symbol of Jesus, Mary and Joseph signifies the importance of a loving family, at the heart of which is building our relationship with God, through the teachings of the Catholic faith.*

## Our Mission

- *We are committed to the highest quality education for all*
- *We are committed to promoting an inclusive, loving family through the teachings of the Catholic faith*

*We are committed to safeguarding everyone in our family*

## Values

*We promise to keep everyone Learning, Included, Safe*

**Holy Family: Together in love**

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| *Updated: Spring 2024* | *Review: Spring 2025* |

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# harging and Remission Policy for School Activities

## General Principles

The School Governing Body is committed to the general principle of free education. The Governing Body recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils' education. The Governing Body would accordingly wish to promote and provide as far as possible such activities as part of a broad and balanced curriculum for the benefit of pupils of the school.

## Charges

The Governing Body reserves the right to make a charge for the following activities which may from time to time be organised by the school.

## Residential Activities

*Held during school hours:*

- Charges may be made for the board and lodging element of those residential activities which take place during school hours.
- Parents will be notified in advance of any such activities which the school proposes to organise and the estimated cost.
- Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.
- Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge.
- Any remission arrangements for such activities will be at the discretion of the Governing Body EXCEPT where the parents of a pupil are in receipt of certain prescribed Benefit Payments.

*Activities held outside school hours:*

The school will endeavour to provide a range of such activities from time to time. These will sometimes include day and residential experiences, and are known generally as 'optional extras'.

- Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education in which case they are not regarded as optional extras as such and charges cannot be made. (Board and lodging charges may still however be made for any residential activities subject to the remission arrangements described below.)
- Parents will be notified in advance of any 'optional extras' which the school proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.
- Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants.
- This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate.

The charge may however include an appropriate element for such things as:

a. the pupil's travel costs;

b. the pupil's board and lodging costs;

c. materials, books, instruments and other equipment;

d. non-teaching staff costs;

e. entrance fees to museums, castles, theatres, etc.;

f. insurance costs;

g. the expenses only of participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the Governing Body, EXCEPT where the parents of a pupil are in receipt of certain prescribed Benefit Payments.

*All Pupil Premium and Forever Six Children will be exempt from making any payments in respect of trips and after school clubs.*

## Materials and Ingredients

- A charge will only be made for any materials and ingredients relating to activities taking place during school hours where parents have indicated in advance a wish to own the finished product, e.g. cooking or design technology activities.

## Remissions

Where the parents of a pupil are in receipt of certain prescribed Benefit Payments, the Governing Body will remit in full the cost of board and lodging for any residential activity the school organises for the pupil if the activity:

a) Takes place within school hours, OR
b) Forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.

Parents or Carers who think this may apply to them should contact the Head Teacher to make arrangements.

Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the School Governing Body. Any subsidy provided by the Governing Body will be met from the funds at its disposal.

## Voluntary Contributions

The school may request voluntary contributions from parents and carers for various activities both within and outside the school day, such as day visits and visitors/activities/events in school.

Any contributions sought will be voluntary and pupils will not be treated differently according to whether or not their parents/carers make a contribution in response to any invitation. However the school relies on voluntary contributions to fund some activities and may have to cancel activities if there are not sufficient contributions.

## Breakages and Damage to School Property

The School Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

## Review

The School Governing Body reserves the right to review and amend this policy statement from time to time, as appropriate.