



HOLY TRINITY CE PRIMARY CHARGING and REMISSIONS POLICY

Holy Trinity Mission Statement

We strive to be the best we can be in an inclusive, safe and supportive learning community; to nurture and equip pupils with positive attitudes so that they become effective members of a multi-cultural community who demonstrate the values of hope, faith and love and develop self-discipline and confidence in a Christian family environment.

“Pray together, learn together, play together”

HOLY TRINITY CE SCHOOL
CHARGING and REMISSIONS POLICY

1. Introduction

This policy sets out the basis on which the school will charge parents for items that are not part of normal statutory school provision.

The aim is to allow all pupils to participate equally in all activities. Governors will also continue to work closely with parents/guardians and the Friends of Holy Trinity School Association (FOHTSA) to maximise these opportunities by seeking voluntary contributions.

There will not be a charge for education provided during school hours, nor for education outside school hours that is part of the National Curriculum. The school may charge for optional extras and music lessons requested by parents.

Optional extras may be subsidised by funds from FOHTSA, if funds are available and/or by requests for voluntary contributions.

2. Educational Visits and Trips

Pupils are encouraged to work from first hand experience and therefore school visits are an important part of pupils' learning. These visits range from local to residential visits. We recognise the educational and enriching value of such visits and consider them to be an integral part of providing access to the National Curriculum.

The aim is to provide visits at interval across the year and for all age groups. The aim is to ensure equality in the use of any available funds.

Visits which occur during school hours, or which occur out of school hours but are part of the National Curriculum, are provided free of charge. However, the school may seek voluntary contributions from parents/carers in order for an activity to take place. Parents/carers will be informed of the level of contribution necessary for the activity to take place and whether the trip or activity may have to be cancelled if insufficient contributions are received. Every endeavour is made to keep costs to a minimum by seeking out cost-effective options. If the activity is cancelled all monies paid will be returned to parents.

A clear distinction will be made between educational visits and optional extras.

For residential visits parents will be asked to pay the full costs of board and lodgings. Parents who can prove that they are in receipt of the benefits listed in the Annex will be exempt from paying the cost of board and lodging.

3. Activities within school

Governors will fund activities specific to teaching and learning and the educational enrichment of pupils from the school's budget. Therefore, visiting theatre groups, workshops, etc, will not incur a charge.

Parents may be asked to contribute on a voluntary basis materials for practical activities, e.g., cooking, a class party or cake/fruit sales organised by pupils.

The school may make a charge for items where parents have indicated that they want their child to keep them, for example a recorder or something made in class.

4. Optional Extras

Optional extras are education provided outside of school time that is not part of the National Curriculum. Any charge will be calculated by dividing the actual cost by the number of pupils participating. In calculating the total cost, amounts may be included for

- a) materials, books, instruments or equipment
- b) cost of buildings
- c) non-teaching staff
- d) teaching staff engaged to provide the activity
- e) transport
- f) board and lodging for a residential visit

Optional Extras will only be set up where it is clear that the cost to the school is affordable within the budget. In the event that some parents/guardians of the target group are unwilling or unable to contribute to make an activity affordable, it will not be undertaken i.e. it will be cancelled for all pupils. No child will be left out as a result of financial contributions.

For optional extras, the organiser should always aim to ensure that parents are notified as early as possible as to the following:

- g) the total cost of the activity;
- h) if any of the cost will be covered by the school or LA funds;
- i) how much each parent will be asked to contribute on a voluntary basis;
- j) how much spending or pocket money pupils will reasonably need (especially important for trips which involve a residential element)
- k) whether the activity is at risk of cancellation if insufficient contributions are made

Early notification of the above is important to allow parents to make financial preparations.

5. After School Clubs

We provide a range of extra-curricular activities for our pupils in order to provide learning opportunities outside the school day. When provided by a staff member, the total cost will not exceed the cost of providing the activity and no parent will be asked to subsidise others. Those in receipt of a benefit listed in the Annex receive a school club per term free of charge. Where after-school clubs are run by an external provider, the cost will be set by the provider.

6. Music Tuition

Where music tuition is provided at the request of the pupil's parent, Parents/Carers are charged for the insurance of the instrument and a weekly amount for the lesson, which will not exceed the cost of the provision. This charge does not apply to Looked After Children. Parents/carers are requested to add school musical instruments to their household insurances as any loss or damage will be charged at full cost.

7. Transport

The school will not charge for

- a) transporting registered pupils to and from the school premises where the LA has a statutory obligation to provide transport;
- b) transporting registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
- c) transport provided in connection with an educational visit.

8. Lost / Broken Equipment or Books

The governors will allow the head to ask parents/carers to contribute towards the cost of replacement items where these are damaged, lost or broken as a direct result of misconduct or lack of care on the pupils' part. Any ICT equipment borrowed will be charged at a different rate depending on what is being borrowed, agreed at the time of the loan of the item.

9. School Meals

School meals should be paid for in advance on a weekly/half termly basis. Payment can be made in cash or by cheque. If payment is not made after the school has made its request, the school will not provide a meal, but the parent/carer will be asked to provide a packed lunch for the pupil(s) until such time that any outstanding debt is repaid.

10. Governors' Maintenance Fund (See Governors' Letter to Parents)

All parents/carers are requested to make a contribution to this fund. Where parents/carers do not make a contribution, governors reserve the right to charge for the full cost of optional extras.

11. Remissions

The Governing Body may remit in full or in part the cost of any activity for parents in receipt of the benefits listed in the Annex. Authorisation of such remission will be made by the head in consultation with the Chair of Governors. The Governing Body reserves the right to seek proof of a family's situation before taking any requests into consideration.

12. Debt Recovery

The school has no funds to meet Parental debts. Therefore, parents are encouraged to keep payments up to date. Parents/Carers will receive invoices for any monies owing to the school in good time. Every attempt will be given to help parents pay off debt in a manageable way. Parents/Carers are encouraged to speak with the administration staff or the head if there is a problem in paying an invoice as soon as possible.

13. Inclusion

As a Governing Body, we believe that visits and other activities are valuable additions to pupils' education. It is our wish not to allow financial issues prevent a child whose family is facing genuine hardship from participating in residential or after school activity. We hope that all parents will offer their full support. We will always aim to seek the best value for money.

This policy has been agreed by the governing body of Holy Trinity School and supersedes all previous policies.

Chair of Governors _____ **Date** _____

Policy History

Last review	March 2017	
Next review	March 2018	

14. Annex

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- a) Income Support
- b) Income Based Job Seekers Allowance
- c) Support under part VI of the Immigration and Asylum Act 1999
- d) Child Tax Credit
- e) Guaranteed element of State Pension Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher will authorise the remission of charges and the school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.