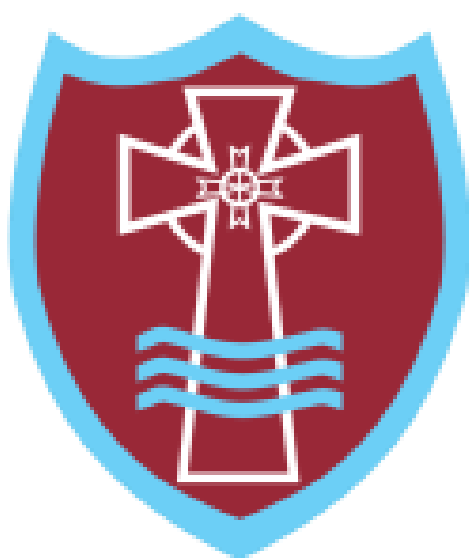


St Aidan's Catholic Primary Academy



Charging and Remissions Policy

Reviewed: September 2024

Review date: September 2026

Mission Statement

“Together we all enjoy learning, achieving, sharing and praying. Let Jesus’ love shine through in everything we do”

CHARGING POLICY

Introduction

This Charging Policy has been approved in accordance with S457 of the Education Act, 1996.

School Trips

Day Trips

- No charge will be levied in respect of day trips: however a voluntary contribution will be requested from parents/carers. If the cost of the trip is not covered it may be necessary to cancel the trip.

Residential Trips – Essential

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential Trips – Non-Essential

- For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

- If the amount of school time on the trip is half or more of the total time of the trip a charge will be levied for board and lodging.

Examination Entries

- The school does not pay any examination fees.

Materials for Art, Craft and Design, and Design and Technology

- Pupils are not charged for materials for these subjects, although on occasions parents/cares are asked to contribute a small amount to enhance the children’s’ learning.

Music Tuition

- At present, individual music tuition and group music tuition up to and including 4 persons. These charges are passed on to the parent/carer and must be paid in advance. Failure to pay will result in your child being removed from tuition.
- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

Damage/Loss to 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.
- A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school will request parents/carers to make a contribution towards the cost of the trip. Families experiencing financial difficulties will not be excluded from school trips or activities: you are invited to discuss these circumstances with the Headteacher, in order to provide assistance.

Remissions Policy

- If the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act, 1995) or disability working allowance, charges in respect of board and lodging (S2), materials (S4), and activities outside school hours (S6) will be remitted in full.
- The Head Teacher, Finance Committee, may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.
- The Head Teacher, Finance Committee, may decide not to levy charges in respect of a particular activity, if they feel it is reasonable in the circumstances.
- Evidence must be provided and voluntary contributions will be sought.

Explanatory Notes:

- The charging policy should be reconsidered each year.
- The charging policy should be included within the school prospectus.
- It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent/carer of a pupil is in receipt of income support, family credit, income based jobseekers allowance (payable under the Jobseekers Act 1995) or disability working allowance.
- The charging policy must be agreed by the full Governing Board, it cannot be delegated to a committee or the Head Teacher.
- The statutory requirements only apply to charges made by a Governing Board or the LEA, they do not apply to charges to pupils or their parents/carers made by other persons (eg. Travel firms).

This policy has been agreed by:



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Headteacher



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Chair of Governors

Policy to be reviewed: September 2026