



**ST. THERESA'S CATHOLIC PRIMARY SCHOOL**

# Charging and Remissions Policy

## **Mission Statement**

At St. Theresa's School  
We learn together  
We play together  
We pray together  
We grow together in the love of God.

Date of policy review: November 2019

Next review: November 2021

**Policy written by: Headteacher**  
**Policy reviewed & passed by: Resources Committee**  
**Key person responsible: Headteacher**



## **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

## **Voluntary contributions for activities as part of the Curriculum**

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

If a parent wishes their child to take part in a school trip or event, but is unable to make the full voluntary contribution, the parents must put it in writing to the Headteacher who may be able to subsidise the contribution so that the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate and funds allow, the school may pay a proportion of the costs in order to support a visit.

## **Music Tuition**

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

There is a charge for individual or group music tuition if this is not part of the curriculum. This charge is paid directly to the school who then pays Barnet Music Service at the Local Authority which provides peripatetic music teachers to teach individuals or small group lessons on the school site. We give parents information about additional music tuition at the start of each academic year.

## **Swimming**

The school organises swimming lessons for one year group of children. Lessons take place in school time and are part of the curriculum. The school pays to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place. If the school budget is unable to pay for swimming lessons the school will ask for a voluntary contribution to cover the costs.

## **Optional Extra Activities**

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)



It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- School trips abroad
- Musical events

### **Activities not run by the School or LA**

When organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents.

### **Residential Visits**

The school organises an annual residential visits for Year 6 children and Year 5 children. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Children of families who have difficulty paying must inform the Headteacher in writing. The Headteacher may assist the parents in paying for the cost of the trip.

### **Charging in Kind**

The cost of ingredients, material, equipment etc. needed for practical subjects such as food technology or DT is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards e.g. food products, models containing electrical equipment or batteries. The school will inform parents prior to activities, giving them the choice to pay for materials for the activity.

### **Breakages & Fine**

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:

- Broken windows
- Defaced, damaged or lost text books
- Replacement reading or homework diaries
- Any item damaged as a result of unsatisfactory pupil behaviour



### **Special Needs**

The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

### **Review**

There will be a biannual review of this policy by the full governing body.