



# English Martyrs' Catholic Primary School

## Charging and Remissions Policy

Our English Martyrs' School community aims to follow the example of Christ in welcoming, recognising, fostering and developing each individual as a unique and special gift of GOD with value and dignity

Date Reviewed: December 2017  
Review Date: December 2019

Signed: .....  
for and on behalf of the Governing Body



## **Charging and Remissions Policy**

### **Introduction**

English Martyrs' Catholic Primary School is an inclusive school offering equality of opportunity to all pupils within the school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

### **Voluntary Contributions**

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### **Prohibition of Charges**

The school is prohibited from charging for the following:

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

### **Charges**

There is a charge for:

- After School Club and extra curricular clubs in order to cover the costs of materials, wear and tear to equipment and payment to staff and sports coaches.
- Instrumental tuition for individual pupils or for pupils in groups (which is not part of the national curriculum)
- Top up charges for nursery

### **Residential Visits**

A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs, are met by voluntary contributions.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;<sup>6</sup>
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2016/17);
- the guaranteed element of State Pension Credit;
- any income related employment and support allowance that was introduced on 27 October 2008.

**These criteria are aligned with eligibility for free school meals.**

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Remissions**

**The school may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.**

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Head Teacher.

Parents should speak in confidence to the Headteacher if they are experiencing any financial difficulties.

For further information, see [DFE advice - Charging for School Activities](#)