



HOLY TRINITY CATHOLIC PRIMARY SCHOOL

Charging and Remittance Policy

Policy agreed by Governors: May 2017

Policy to be reviewed: May 2018

Holy Trinity Catholic Primary School

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1 Introduction

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 The 1988 Education Act draws a distinction between the term `charges` which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.

2.3 Subsidies from various sources e.g. School Fund, Holy Trinity PTFA, voluntary organisations, will be considered to keep costs to a minimum.

2.4 Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.

2.5 Sometimes the school pays additional costs in order to support visits. Parents have a right to know how each trip is funded. The school will provide this information on request.

2.6 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as `optional extras`. This list is not exhaustive:

- visits to museums;
- sporting activities;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips;
- musical events.

3 Residential visits

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do make a charge to cover the costs of board and lodging. Parents of children who receive free school meals are offered the option to make a reduced payment. We do ask for a voluntary contribution to cover the cost of the trip. If we do not receive sufficient contributions the residential visit may be cancelled.

4 Music tuition

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

4.2 There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We may make a charge for these lessons.

5 Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

6 Extra curricular activities

6.1 The school offers a wide range of lunchtime and after school activities such as sports, art, reading and maths. These are generally free to attend but parents may be asked for small contributions towards the cost of materials used in these clubs.

7. Levy

7.1 A charge of £10 per family is levied on the school by Liverpool Archdiocese for the Schools Building Fund. As a school we have benefitted greatly from this fund in recent

years. The levy is a voluntary contribution for parents but any shortfall must be met from the school budget as failure to pay the full amount to the Archdiocese will mean that future requests for funds for necessary building works will be jeopardised.

8. Extended Schools

8.1 Extended Schools facilities are exempted from this charging policy – this includes

Breakfast Club or any Holiday Clubs. Charges for each of these facilities are available on request and are payable in full if you wish your child to participate.

9. Calculating Charges

9.1 When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

9.2 Parents who would qualify for support are those who are currently or have ever been in receipt of Free School Meals.

9.3 The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

10. Eligible benefits

10.1 Parents who are in receipt of Free School Meals or qualify for Pupil Premium may be entitled to support for some of the charges.

10.2 Parents/Carers could qualify for Free School Meals if they meet the following criteria:

- Income support
- Income-based Jobseekers allowance
- Employment and Support Allowance – Income related
- Pension Credit guaranteed
- Child Tax Credit, where the parent is entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190

All discussions relating to individual family's financial circumstances will be confidential.

This Policy was approved by Governors on 25th May 2017

This policy will be reviewed in May 2018