



*Loving to Learn; Learning to love like Jesus*

## **Charging and Remissions Policy**

|                            |          |
|----------------------------|----------|
| Date approved by Governors | 22.07.26 |
| Next review                | 2027     |
| Agreed by Committee        | Finance  |

This policy should be read in conjunction with the School's Equality Policy

### **1. Policy Aims**

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs, visits and residential experiences can make towards pupils' academic, personal, social and spiritual education and development.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school.

### **2. Voluntary Contributions**

When additional activities are planned during school time, parents may be invited to make a voluntary contribution towards the cost of the activity. There will be no obligation to contribute and children will not be excluded or treated differently if no contribution is made.

The school reserves the right to cancel the activity if the total voluntary contributions received does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity element of residential activities held largely in school time.

### **3. Charges**

The Governing Body reserves the right to make a charge in the following circumstances, for activities organised by the school:

#### ***Activities in School Hours:***

Charges may be made for the board and lodging element of residential activities that take place during school hours. Parents in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances
- Income Support
- Income Based Job Seekers Allowance
- 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 2013/ 2014)
- The guarantee element of State Pension Credit
- An income related employment and support allowance introduced on 27<sup>th</sup> October 2008

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### ***Activities Outside of School Hours:***

A charge will be made to cover the full cost of each pupil of the activities deemed to be optional extras taking place outside of school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events.

### ***Clubs:***

External providers will make a charge for clubs, eg Tennis coach clubs, Mad Science club, French club, Tae-Kwondo. Where a book or instrument is a prerequisite for the club parents will be asked to provide, eg a recorder, a recorder book. A nominal charge will be made for clubs provided by the school, which will cover costs including resources and staffing.

### ***Music Tuition:***

Once during their time in KS2 whole class music tuition is offered. The cost of this tuition is split between the school budget, the Friends of St. Monica's group and a voluntary contribution from parents. String Ensemble and the Year 5 Guitar 'Replay' group are subsidised by Friends of St Monica's and have a charge to parents. Private instrumental tuition is organised by parents directly with the Music Service and paid directly to them. Rocksteady instrumental tuition is organised through school but paid directly to the external provider.

### ***Materials:***

Charges will be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for food, textiles, Design and Technology, Art and Design.

### ***School Meals:***

No child who is entitled to free school meals (including universal free school meals for infants) will ever be charged for a school meal. Other children who wish to take a school meal will be charged at the rate determined by the School Meals provider.

## **4. Remissions**

In cases where financial hardship makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body invites parents/ guardians to apply in confidence for the remission of the charge in part or in full. Authorisation will be made by the Headteacher after consultation with a member of the Governors' Finance Committee. The amount to be subsidised will be agreed with the parents/ guardian. The Headteacher should attempt to ensure that a fair distribution of the budget hardship allocation is achieved by asking parents whether the following arrangements would enable their child to take part in the activity:

- Payment over a longer time scale
- Part payment
- Complete remission of the charge

The appendices to this policy – guidelines and application to the hardship fund - should be used to support parents in cases of financial hardship.

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## Appendix 1

### Guidelines for Applications to the school's Financial Support Grant

- The school's Financial Support Grant is there to support students whose family circumstances mean that they would not otherwise be able to participate in educational trips and other school events.
- If you are eligible, we always advise application for Free School Meals, more details of this and eligibility criteria can be found on the school website. *You do not need to be in receipt of Free School Meals to qualify for a School Financial Support grant.*
- Because there are only limited funds, we have to make sure that grants reach those most in need of support. We ask for completion of a form to ensure that funding decisions are fair, transparent and accountable. Questions asked include: Reason for needing to apply to the fund: (eg low income / in receipt of income support); Would payment of the full amount on a longer timescale enable your child to take part? Are you able to pay any amount towards the cost? If so, how much?
- **What "evidence" do I need to show?**  
We don't formally ask for evidence for this application, we ask you to complete the attached form with a brief indication of your family circumstances and requirements. All forms, correspondence and communication is dealt with in the strictest confidence by the Head Teacher and a nominated member of the Governors Finance Committee.

**Please contact school to discuss your needs and use the link below to access the school's Google Form to submit an application form: *Application for Financial Support Grant.***

<https://forms.gle/MK2Qo4G2dSxD5eVUA>