



St Stephen's RC Primary School

Charging Policy

Vision

'**Every** child, **Every** chance, **Every** day!'

Mission Statement

'Love one another, as I have loved you.'

John 13:34

Our Values - St Stephen's CARES

Compassion, Ambition, Rejoice, Excellence, Service

C ompassion	<i>be compassionate in all of our actions</i>
A mbition	<i>be ambitious – better ourselves and those around us</i>
R ejoice	<i>be rejoiceful – celebrate the Good News</i>
E xcellence	<i>be excellent in everything we do – work hard always</i>
S ervice	<i>be a steward of the Lord – a service to the community</i>

Governor approval	September 2025
Review date	September 2026

St. Stephen's R.C. Primary School Charging Policy

Governors' statement on its Charging and Remissions Policy

The Governing Body of St. Stephen's Primary School recognises the valuable contribution that the wide range of additional activities including clubs, 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 and as additional optional activities.

Charging Policy

In accordance with the Education Act 1996 and the Education Regulations 1999, the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

1. Residential Trips

The School may make a charge for the cost of board and lodgings during residential school trips, provided this cost does not exceed the actual cost of the provision.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support;
- Income – based Jobseeker's Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax
- Credit and their annual income does not exceed £16,105 (financial year 2015/16).

2. A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the National Curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

3. Instrumental Music Lessons

A charge may be made for instrumental music tuition for up to and including 4 pupils, unless the tuition forms part of the syllabus for a prescribed public examination that the school is preparing the child to sit, or is part of the National Curriculum or the syllabus for religious education, in which case a charge is not permissible.

4. Damage/ Breakage of School Equipment and Property

A charge may also be made for damage to or breakages of school equipment and property which are a result of deliberate or negligent acts. In these cases the parents or guardians of the pupil(s) will be responsible for the payment. Such a charge may be recovered as a civil debt.

5. Extended Schools

For children attending our 30-hour nursery provision, Parents/Carers may pay for a school dinner at lunchtime if they choose to use the school meal service. Parents/Carers can make payments for lunch via the ParentPay. Children who bring a packed lunch do not incur any lunchtime meal costs. We kindly request a voluntary contribution from parents/carers to cover the lunchtime session. Should you prefer not to make this payment, you are welcome to collect your child at lunchtime and bring them back for the afternoon session.

6. Remissions

There may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity the Governing Body will invite parents to apply in confidence for a remission of charges in part or in full.

7. Voluntary Contributions

The Head teacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it must be cancelled.