

**We follow in the footsteps of Jesus as we
live, love and learn together.**



Charging & Remissions Policy

This policy will be reviewed regularly and re-presented to The Governing Body as appropriate if significant changes are made.

Policy reviewed: September 2023

To be reviewed: Summer 2024

Reviewed by: Governor's

Date: 28th September 2023

Signature: T. McCaul

Date: 28th September 2023

Chair/Vice of Governors Signature:

CHARGING & REMISSIONS POLICY

1 Introduction

At St Luke's Catholic Primary School the education we provide wholly or mainly during school hours will be free of charge but on some occasions a 'voluntary' contribution towards the cost of the activity may be requested by the school and parents will be free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charging and remissions.

- school trips;
- special events/visitors in school.

2 Breakfast and After-School Club

Breakfast and After-School Club are run by the school as part of the extended schools offer to parents. As these are voluntary activities that run outside of school hours a charge is levied on children attending. These charges support the costs of running the Breakfast and After-School provision (staffing costs, materials and resources). The budget for the Breakfast and After-School clubs and the fees charged are reviewed by Governors at least on an annual basis (when setting the main school budget) but may be discussed at other times as well when the need arises this provision is also available to our Nursery Children.

Charges –	Breakfast Club	8.00 – 8.45 am	£1.00 per day
	After School Club	3.15 – 5.30 pm	£6.00 per day

All payments need to be made via Parentpay. Payments need to be kept up to date, failure to do so can result in provision being revoked until any outstanding balances have been cleared. Failure to clear balances can result in escalation to Knowsley Council debtors.

3 Nursery Childcare

Nursery provision is available for children the term after their third birthday. All children are entitled to 15 hours provision which is government funded. Some children are entitled to 30 hours provision dependent on government criteria. We do not charge for this provision. If it is felt a child requires 30 hours but doesn't meet the criteria then the school has the discretion to charge £18.00 per day. A parent / school contract is in place for those who pay for services and must be signed by both parties.

If the nursery children require wrap around care then this is outlined in paragraph 3. Children entitled to 30 hours, who require school lunches, will have to pay in line with school dinner rates. Once they reach Reception Class then they receive the universal free school meal in Key Stage 1 (this is not the same as a Free School Meals)

All payments need to be made via Parentpay. Payments need to be kept up to date, failure to do so can result in provision being revoked until any outstanding balances have been cleared. Failure to clear balances can result in escalation to Knowsley Council debtors.

4 Voluntary contributions

When organising school trips, special events and visits into school which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may be forced to cancel the trip/event/visit. Assuming sufficient contributions are received to allow a trip/event/visit to go ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others and they are allowed to participate fully in the activity. Sometimes the school pays additional costs in order to support the visit.

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

- visits off site (e.g. to museums, castles, farms etc.);
- sport, drama or musical activities off site which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- visits into school by specialist practitioners (e.g. Keystings, theatre groups etc.)
- 'workshop' activities in school.
- We also request a voluntary contribution of £1 for snack to be brought in weekly.

5 Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum. However, we do make a charge to cover the costs of board, lodging, transport and travel expenses. Every effort is made to keep these costs to a minimum, and the school will seek assistance through charitable contributions and grants to support such activities wherever possible.

6 Music tuition

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

7 Swimming

When the school organises swimming lessons for children in Key Stage 2 they take place in school time and are organised as a block of lessons within a fixed week period. They form part of the

National Curriculum. We make no charge for the educational aspects of this activity (e.g. pool hire and coaching) but do ask for a small voluntary contribution towards transport costs.

8 Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Children of families who receive these payments are also entitled to free school meals.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

9 Policy Review

In line with current school practice regarding this type of policy, this policy will be reviewed by Governors every year.