



# ST. BEDE'S CATHOLIC PRIMARY SCHOOL



*Popley Way, Basingstoke  
Hampshire, RG24 9DX*

*Headteacher:  
Mr J Carroll*

[www.stbedesprimary.co.uk](http://www.stbedesprimary.co.uk)

*Tel:01256  
473379*

<b>ST. BEDE'S CATHOLIC PRIMARY SCHOOL</b>	<b>DATE AGREED</b>	<b>AUTUMN 2022</b>
<b>POLICY AND PROCEDURE STATEMENT</b>	<b>REVISION DATE</b>	<b>AUTUMN 2023</b>
<b>CHARGING AND REMISSIONS POLICY</b>		
<b>HEADTEACHER</b>	<b>JAMIE CARROLL</b>	
<b>CHAIR OF GOVERNORS</b>	<b>MARY KUCHARSKA</b>	

## SIGNATURES:

..... (HEAD TEACHER)

..... (CHAIR OF COMMITTEE)

## Introduction

All those involved in the managing of St Bedes Catholic Primary School believe that a wide range of additional activities including clubs, trips and residential visits, can be of great benefit to children's personal and social education. Consequently, the Governors aim to promote and provide such activities, both as part of a broad and balanced curriculum for the school and as an optional extra.

The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost and 'voluntary contributions'.

## 1. Charges

### *Residential Trips*

*'Love one another as I have loved you'*



If the School organises a residential trip which takes place within school hours and which provides education directly related to the National Curriculum, governors will make a charge to cover the cost of board and lodging. If parents are experiencing financial difficulties, they are invited to write in confidence to the School Business Manager (please also see the section on Remissions).

### *Music Tuition*

All children study music as part of the normal School Curriculum and the school does not charge for this. There is a charge for individual or group tuition, since this is an additional curriculum activity. These individual or group lessons are provided by Hampshire Music Service who charge for these lessons. Information about additional music tuition is available from the school office.

### *Activities Outside of School Hours*

Clubs and activities provided by third parties will be chargeable.

### *Swimming*

The school organises swimming lessons for all children in Year 6. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and ask for written permission for their child to take part. These lessons are not chargeable.

### *Lettings*

The school will make a charge to external companies wishing to make use of our facilities, in the instance that it has been reviewed and agreed with the Governing Body. The charge will be levied to meet the additional costs incurred by the school in respect of any lettings of the premises. As a minimum, the *actual* cost to the school of any use of the premises must be reimbursed to the school's budget where those activities are not directly aimed at raising pupil attainment and achievement. The School has a Letting's Policy which is reviewed by the Governing Body annually.

**The Governors may in future amend the categories of activity for which a charge may be made.**

## **2. Voluntary Contributions**

Parents may be asked to make a voluntary contribution to support certain activities organised by the School, as long as it is made clear that there is no obligation to contribute and that children will not be treated differently, according to whether or not their parents have contributed.

However, if the activity cannot be funded without voluntary contributions, the school reserves the right to decide whether the level of contributions is sufficient to enable the activity to take place.

*'Love one another as I have loved you'*



Wherever possible, the School will give sufficient notice to allow parents/carers to pay by instalments. The following is a list of additional activities, organised by the School, which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Transport

### **3. Remissions**

The Governors will not make a charge for board or lodging for any residential activity that it organises for the pupil, whether the activity takes place within school hours or during the school holidays, where the parents of a pupil receive one of the following:-

- Universal Credit in prescribed circumstances;
- 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 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008;

Any further non-charging (for example in the case of hardship) will be decided upon by the School Business Manager and Headteacher; extra consideration will be given to those parents of pupils who qualify for Pupil Premium funding on a 'case by case' basis.

### **4. Breakages**

The Governors reserve the right to ask parents to pay a contribution to the cost of replacing broken property, or defaced, lost or damaged equipment, when it is not the result of normal wear and tear.

### **5. Charging for Materials**

Where parents state in advance that they would like to own the finished product of a practical activity, they may be asked to provide or pay for the ingredients, materials or equipment needed. No child will be at a disadvantage because of a parent's unwillingness or inability to contribute in this way.

*'Love one another as I have loved you'*



## **6. Reimbursement**

Where a child is unable to attend an event or trip that has been paid for in advance, a reimbursement may be made providing the School has not incurred a cost. Any reimbursement will be at the School's discretion.

## **7. Freedom of Information Act 2000**

The school is obliged to pass on information in line with the Freedom of Information Act 2000. Where this involves costs of copying or administration, this will be passed on to the parents/carers at the discretion of the Head teacher, as set out in the school's Publication Scheme.

## **8. Equality of Opportunity**

In light of the 2010 Equality Act, this policy has been written with due consideration to its potential impact (both positive and negative) on the many diverse groups of adults and children within the school. The school has ensured that to the best of its knowledge, the statements and procedures set out in this policy do not discriminate unjustly against any such groups or individuals.