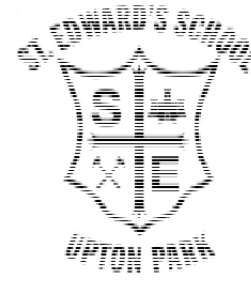




**St. Edward's**  
Catholic Primary School

# *Charging and Remission Policy*





# Charging and Remission Policy

## 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 individual or group music tuition.

## 2 Voluntary contributions

- 2.1 As a Voluntary Aided School the Governors have a liability towards the Capital upkeep of the school buildings. To ensure that the fabric of the building is kept to a highest standard this liability is met by a voluntary levy per family, as agreed by the Governors. This is placed in the Governor's Fund which is separate from the school's funding.  
Should a family be unable or unwilling to make a contribution this does not affect their child gaining admission to the school or prohibit the child in participating in any aspect of school life.
- 2.2 When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 the full cost. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

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 to museums;**  
**sporting activities which require transport expenses;**  
**outdoor adventure activities;**  
**visits to the theatre;**  
**school field trip;**  
**musical events.**

### **3 Residential visits**

- 3.1 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, 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 who receive state benefits will be requested to make a reduced payment in line with LEA procedure.

### **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 is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons. Parents in receipt of state benefits will be requested to make a reduced payment in line with LEA procedures. We give parents information about additional music tuition at the start of each academic year.

### **5 Swimming**

- 5.1 The school organises swimming lessons for all children in Years 4 -6. These take place in school time and are part of the National Curriculum. We 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 in swimming lessons.

### **6 Sports Coaching**

- 6.1 During the academic year the school offers additional coaching after school for various sports. A qualified coach, who is not a member of the school staff, runs and organizes these sessions. We make a small charge for these sessions.

### **Lettings**

- 7.1 The Governing Body Premises and Finance Committee have responsibility for setting the charges and remission for the use of school premises.

### **Other**

The school has a right to make a charge for the reproduction of any material in relation to documentation requested by parents, carers, other agencies.

A charge of £20 per application is levied for the validation of documents relating to passports, citizenship etc.

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