



Charging and Remissions Policy

School Responsibility
Headteacher
Governor
Adopted
Review

Miss K Choma
Miss K Choma
Dr Pauline Younts
September 2022
September 2024

ETHOS STATEMENT

The School was founded by and is part of the Catholic Church. The School is to be conducted as a Catholic School in accordance with the canon law and teachings of the Catholic Church and in accordance with the Trust Deed of the Diocese of Leeds in particular:

1. Religious education is to be in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church;
2. Religious worship is to be in accordance with the teachings, doctrines, discipline and liturgical norms of the Catholic Church;

And at all times the school is to serve as witness to the Catholic faith in our Lord Jesus Christ.

MISSION STATEMENT

As a family with God in our hearts we love, laugh, and learn.

Aim

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Academy Council of the School are responsible for determining the content of this policy and the Head teacher for the implementation. Any determination with respect to individual parents will be considered jointly by the Head teacher and the Governing Body.

Charges may be made for:

- Board and lodging on residential visits
- The proportionate costs for an individual child of activities wholly or mainly outside school hours to meet the costs for:
 - Travel
 - Materials and equipment
 - Non-teaching staff costs
 - Entrance fees - Insurance costs

- Musical Tuition
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs (where appropriate)
- Any extended school activity (where appropriate)
- Damage/vandalism/loss to and of school property

Remission

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch and milk entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits.

The relevant support payments are:

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the limit as assessed by the Inland Revenue
- Guarantee element of State Pension Credit

The Academy Council through the Headteacher will also deal sympathetically with any other families who express difficulty in meeting the cost of educational visits and activities.

Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

1. Educational visits
2. Educational visitors and activities (workshops)
3. Swimming - A voluntary contribution is sought from parents of children in Key Stage 2 in order to cover the costs incurred by providing swimming lessons (employment of a qualified swimming instructors etc.). No child will be prevented from attending swimming lessons if no contribution is forthcoming.
4. Cooking and Catering - Occasionally a voluntary contribution is sought from parents of pupils who are preparing food as part of their learning. No child will be prevented from taking part in these activities if no contribution is forthcoming.

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge.

In addition the following will be made clear to parents:

- a. That the contribution is genuinely voluntary and a parent is under no obligation to pay
- b. That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Voluntary contributions will be used to meet the costs associated with an educational visit or educational visitor. If insufficient voluntary contributions are raised to fund the visit, then it may be cancelled.