



# Holy Trinity Catholic School

## Charging and Remissions Policy

Reviewed September 2018

## **Holy Trinity Catholic School Charging Policy**

At Holy Trinity School we want to provide a range of experiences, which add excitement and enjoyment to children's learning and personal development. All pupils should have an equal opportunity to benefit from school visits, and extra-curricula activities.

Many of these activities have a cost associated with them and, unfortunately, cannot be provided unless we ask parents for voluntary contributions and, in some cases, make a charge. But there are some strict rules we abide by. Our charging policy, which has been agreed by governors, sets out what we will charge for, how we will try to make it manageable for parents and how we will help parents with limited incomes.

### **1 Introduction**

1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum, apart from some transport costs.

### **2 Voluntary contributions**

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a visit. If a visit goes ahead, we always include those children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 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. We also have funds available to support parents who are unable to meet certain costs. Each case is considered on an individual basis. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities, organised by the school, which at times invite 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;
- Musical events;
- Wow days
- Theme days
- After school clubs that need additional resources e.g. cooking.

We promise that:

- We will tell you at the outset if the activity cannot be funded without voluntary contributions.

- We shall give as much notice as possible of any activities which will require voluntary contributions.

### **3 Residential visits**

3.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging, transport and insurance. The school offers a phased payment method to spread the cost over a number of weeks/months. Requests from parents for financial help, particularly those who receive state benefits, will be considered, and a contribution to cover all or part of the costs agreed. Each case is considered on an individual basis.

We Promise to help you plan for these costs by:

- Issuing a calendar of visits/activities to ensure that you have as much notice as possible.
- Having clear procedures to enable you pay by instalments
- Publishing a fair, objective and transparent procedure for allocating places in case of over-subscription (we shall avoid 'first come, first served' which favours some pupils).

### **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 small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. There is a charge for these lessons, but parents in receipt of state benefits may be exempt from payment.

### **5 Swimming**

5.1 The school organises swimming lessons for children in Year 5 and 6. These take place in school time and are part of the National Curriculum. We therefore 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.

### **6 After School Clubs**

6.1 Extra-curricular activities organised and run by school staff and a nominal donation is requested.

6.2 Other activities, run by outside tutors/qualified coaches may be offered, which will incur a charge. For example: Football and judo.

### **7. School minibus**

7.1 We use the school minibus whenever possible to keep costs to a minimum.

### **8. Monitoring and review**

8.1 This policy is monitored by the governing body, and will be reviewed in two years, or earlier if necessary.