



# St Columba's Catholic Primary School

## Charging & Remissions Policy

### 1. Principles

- a) All education offered during school hours is free.
- b) All children will have access to educational visits which provide relevant experiences, skills and knowledge.
- c) The Governors have the discretion to charge for additional specialist curriculum activities (optional extras) for which parents and carers may be invited to make a voluntary contribution.
- d) Activities offered during normal teaching time will be available to all pupils regardless of their parents' ability to meet the cost.
- e) The Governors support the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside of school hours.

### 2. General Guidelines

- a) No pupil will be required to pay for, or to supply any books, materials, instruments or other equipment for use in connection with education provision during school hours.
- b) School may charge where the parents have indicated in advance that they wish to own the finished product.
- c) School may charge for optional extras that are not part of the National Curriculum and fall outside of school hours.

### 3. Voluntary Contributions

On occasions the school will seek voluntary contributions from parents for the benefit of the school or any school activities.

- a) All contributions are voluntary.
- b) Children will not be treated differently according to whether or not a contribution has been made.
- c) The Governors reserve the right to cancel any activity when insufficient contributions make it unviable.

### 4. Residential Visits

If 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 or travel expenses. However, we do make a charge to cover the costs of board and lodging except for pupils whose parents are receiving:

- 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 2016/17);

- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

For residential visits which take place out of school hours, parents will be charged for both the educational and travel expenses.

5. **Extra-Curricular Activities**

The school offers a wide range of extra-curricular activities after school. Where a member of staff runs and organises these sessions, there will be no charge for these activities. However there may be a charge for activities provided by an external provider.

**Signed: C Markham**

**Date Reviewed: 30.9.16**