



Guardian Angels Catholic Primary School

CHARGING AND REMISSIONS POLICY

Date Written	January 2024
Date Agreed	
Chair of Governors (Signature)	Mary Higgins
Head Teacher (Signature)	Helen Milligan
Date for review	January 2025

Introduction

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 some individual or small-group music tuition.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2022) 'Academy trust handbook 2022'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme

Voluntary contributions

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 trip. If a trip goes ahead, it may include children whose Parents have not paid any contribution. 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, organised 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 or by a Theatre Company;
- School trips abroad;
- Musical events.

Residential visits

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 travel, board and lodging.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this but we do ask for a minimal contribution for after school music tuition

Swimming

The School organises swimming lessons for children in Key Stage 2. 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 permission for their child to take part.

School trip refunds

All initial deposits for school trips will be non-refundable.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

Monitoring and Review

This Policy is monitored by the Governing Body, and will be reviewed annually, or earlier if necessary.

