St. Osmund's
Catholic Primary School



Charging and Remissions Policy

November 2023

CHARGING AND REMISSIONS POLICY
St. Osmund's Catholic Primary School

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1. PURPOSE OF THE POLICY

The policy is intended to ensure that:

a) The educational opportunities offered wholly or mainly during school hours are available to all pupils regardless of ability or willingness to pay.
b) The occasions when charges are made or voluntary contributions requested are within the requirements of the Education Act 1996.

Within this policy, the use of "parent" or "parents" shall relate equally to parents, guardians and/or carers.

This policy was adopted by the Governing Board's Resources Committee in November 2023 and will be reviewed annually.

2. VOLUNTARY CONTRIBUTIONS AND CHARGES

School Trips, Visits and Workshops

When organising school trips, visits and workshops to enrich the curriculum and the educational experience of the children, St Osmund's Catholic Primary School (the "School") may invite parents to contribute to the cost of the trip, visit or workshop, including the cost of transport. All contributions are voluntary and parents are especially informed that it is acceptable for them not to make a contribution, or only make a partial contribution, if they cannot afford the suggested contribution.

If insufficient voluntary contributions are received for a trip, visit or workshop, the trip, visit or workshop may be cancelled. If the trip, visit or workshop goes ahead, it may include children whose parents have not paid any contribution. The children whose parents have not made a contribution will not be treated differently to others.

Transport

Parents may also be invited to make voluntary contributions to the cost of transport to swimming lessons, sporting activities and events.

School Meals

Currently all school meals for pupils in KS1 and KS2 are free

Other Non-Voluntary Expenses

School uniform and a limited number of standard items (e.g. water bottles/ house t- shirts etc.) are not provided by the School and must be sourced by parents so that children can abide by the uniform policy of the School. The School does have supplies of second hand uniforms available to parents, for which a voluntary contribution may be requested.

Residential Visits

If the School organises a residential visit in school time, or mainly in school time, or if it organises a residential visit outside school time but which provides education directly related to the National Curriculum (hereinafter a "Residential Visit"), parents are liable for the cost of board and lodging. The charge for board and lodging will not exceed the actual cost, divided equally between the number of pupils taking part in the Residential Visit.

Parents will be asked to make voluntary contributions towards the cost of transport and activities taking place during the Residential Visit.

Parents who are in receipt of certain benefits are exempt from paying the cost of board and lodging for a Residential Visit. The costs involved in the remission of board and lodgings for a Residential Visit will be borne by the School.

In all cases, parents may contact the Headteacher in confidence if they are unable to meet the cost of a Residential Visit.

3. CLASSROOM LEARNING MATERIALS

The School provides without charge all books, practical equipment etc. required during the day to follow the School's curriculum. Parents will be asked to provide children with some basic equipment for their own personal use at School and at home.

In many practical lessons such as design or food technology, children make items which they want to take home. In these cases, the cost of materials will be indicated to parents in advance so that they may inform the School whether or not they wish to keep the finished article.

4. LOSS AND DAMAGE

Parents will be asked to pay for items of School property which their child wilfully or carelessly damages or loses.

5. BREAKFAST, LUNCHTIME AND AFTER-SCHOOL CLUBS

The School offers optional extras such as breakfast club and lunchtime and after-school clubs and it reserves the right to charge a fee for such extras.

6. MUSIC LESSONS

All children study music as part of the normal school curriculum. There is no charge for this. There is however a charge for individual or small-group tuition as this is an additional activity and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers who charge for these lessons.

7. PRIVATE SCHOOL REPORTS

In the event that a parent makes an application for their child to attend a private school and that the private school requests a report regarding the child, the School will charge the parent a £35 fee for the report. The fee is payable upon the receipt of an invoice sent by the School.