



ST. IGNATIUS CATHOLIC PRIMARY SCHOOL

EXCELLENCE • UNITY • SERVICE

CHARGING AND REMISSION POLICY

Governors' committee responsible:	Resource
Staff member:	E. O'Neill
Review period:	Annually
Date policy accepted by Governing Body:	23 rd March 2023
Date for review:	Spring 2024
Status	Statutory

Signed by:

Headteacher: _____

Date: _____

Chair of Governors: _____

Date: _____

It is the policy of the School to provide each child with the materials and equipment considered necessary for his or her education free of charge wherever possible. However, the Governors accept that certain activities that broaden and enrich the curriculum cannot be provided unless parents are asked to make a voluntary contribution to the cost.

School Admissions

Governors operate criteria which does not take account of parental willingness or ability to contribute to funds.

Consumables

The Governors may ask for voluntary contributions towards the cost of consumables such as pencils, rubbers, glue sticks, tissues etc.

Educational Trips (Day Visits)

The School is pleased to organise trips to theatres, museums etc. which are directly linked to the curriculum. Each trip is carefully costed and parents of pupils for whom the trip is intended are asked to contribute towards the cost of the trip. The School does not seek to make a profit out of such activities. If insufficient funds are contributed the trip may have to be cancelled.

Educational Trips (Residential)

This type of activity, which is normally confined to Year 6 must be self-financing. If enough parents agree to pay, then the visit will go ahead. Those parents who may be suffering financial difficulties should speak directly to the Headteacher, Deputy Headteacher or School Business Manager in strict confidence. Part of the pupil premium can be used to partially fund the target group.

Visits from outside organisations

Voluntary contributions are requested from each parent to cover the cost of visits, which do so much to enhance the education of the children. If this would cause difficulty, please discuss the matter with the Headteacher, Deputy Headteacher or School Business Manager in strict confidence.

Music and Instruments

Where parents arrange individual and small group lessons in school through the Surrey Arts Centres they are expected to meet all charges for lessons and examinations. Charges made are in line with the recommendations made by Surrey Arts Centres and are payable directly to the centre. All remissions are decided on by the Arts Centre in line with their own policy.

Craft, Needlework and Cookery

A financial contribution may be required for these activities, although occasionally children may be requested to bring in ingredients or materials.

Breakages and Damages

The Governors reserve the right to ask parents to make a contribution towards the cost of repair or replacement of items damaged or broken through their child's carelessness, and for items or equipment deliberately damaged or broken by their child.

Swimming

The School has an arrangement with the nearby indoor pool at Sunbury Leisure Centre whereby pupils from Year 2 upwards are able to use the pool throughout the year. Parents are asked to make a voluntary contribution to cover the cost to the School of the hire of the pool and provision of an instructor.

The Governors regret that, if the full cost is not met by voluntary contributions, the School may not be able to offer swimming instruction as part of the curriculum in the future.

After School & Lunchtime Activities

A number of clubs may be organised by teachers at these times. These are generally provided free of charge. However the school does reserve the right to make a charge to cover costs. Where activities are provided by outside organisations e.g. Sports Clubs or Music Centres a charge will normally be made by the organisation concerned and attendance will be conditional upon payment of the fee.

There are a number of sports clubs run by the school in collaboration with the PE Provider and these are charged at £3.70 per session. (Costing is based on a typical one-hour club session; costs may vary if clubs are of longer or shorter duration.) The cost is reviewed annually.

Early Bird Club

The school runs an in-house pupil-focussed Early Bird Club to allow children to settle in before school starts where there is a need, There is a charge for this activity of £3.70 per session for 2022-23 The charge is reviewed annually. Disadvantaged children who would benefit from the club but cannot afford it will be considered for financial help on an individual basis by the school.

School Documents

Copies of School Policies and other documents are available for parents to consult online or at the school. Should parents wish to have their own copy of any documents a charge to cover the administration costs of producing these documents will be made. The school will ask for a contribution towards administration costs to provide documents such as proof of address or attendance.

Remissions Policy

For any activity that is part of the National Curriculum, no child will be excluded from the activity if a voluntary contribution is not made. It is the responsibility of the family concerned, to inform the Headteacher, Deputy Headteacher or School Business Manager in strict confidence . Such activities may not proceed if the school cannot meet the cost incurred.

The Governing Body has the authority to revise and change charges and this policy at any time.