

**St Benedict's Primary School**  
**Charging and Remissions Policy Statement 2024/25**

**RATIONALE**

The Governing Body of St Benedict's Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

**AIMS**

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.

**CHARGES**

The governing body reserves the right to make a charge in the following circumstances for activities organised by the school.

**1 Activities Taking Place in School Hours**

A letter was sent to parents in June 2024 to inform them of a new system being trialled this year as many parents had not been making contributions towards trips and the school cannot continue to afford to subsidise them so heavily. Parents were informed:

- Every child goes on **one big trip** per year (travelling outside of our local area)
- Each year group goes on **more local trips** e.g. bus or train locally, local walks, walks to local places of interest.
- Parents are asked to **pay 3 x Trip Contributions of £6.50 per year only (total £19.50)**. These contributions, made via Squid, will come at set times in the year (October, February and May) so parents can budget more easily.
- **School subsidises** the rest of the trip costs. We always inform you of the exact costs of big trips. If for any reason, the costs of trips are due to be less than £19.50, we will adjust the May contribution.
- Children joining the school late in the year will only be asked to make payments at the set times, if their class has not yet been on a trip.

Letters are sent to all parents in September outlining the proposed visits. A signed reply is requested from parents stating their intention to provide a voluntary contribution towards the cost of the visits. If sufficient contributions are not received and the visits become financially unviable, then visits may be cancelled.

The costing of visits is carefully calculated and recorded to ensure that the school does not make any profit. If a significant loss is made, due to increased costs of trips, then requested contribution will be adjusted next year.

School budget subsidises where parents are unable to make contributions.

**Refunds of Visits Money**

These will be made if the following occurs:

- The cancelled place can be filled by another child.
- The venue charges only for those admitted on the day of the visit and not for those booked.

Transport costs cannot be refunded.

## **2 Residential Activities Taking Place Largely During School Hours**

Any visit that requires an overnight stay or takes place out of school hours should be charged for accordingly. However, those children whose parents are in receipt of free school meals, via the pupil premium grant, will be entitled to remission of board and lodging charges.

At present, St. Benedict's Primary does not plan for residential trips as the costs are too high and there is not sufficient uptake from families.

## **3 Activities outside School Hours**

School provides a wide range of after-school clubs, run by staff and other specialist sports coaches and peripatetic music teachers. For this year, school is covering the costs of these activities but will review this.

Breakfast club is also being provided free of charge this year.

## **4 School Fund**

Parents are asked to make a termly voluntary donation of £2 termly to school fund.

## **5 Freedom of Information Publications**

A nominal charge of 10 pence per page will be charged for any information requested via an enquiry through the Freedom of Information Act.

## **6 Damage to Equipment or Replacement of Lost Items**

A small charge is made to cover items that are lost or damaged, for example books that are lost in the home.

## **7 Letters**

Where parents request letters, not related to their children's education e.g. stating information for private purposes such as immigration documentation, then a charge of £8 is made to cover administrative time.

## **REMISSIONS**

There will be no obligation for any parent to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents have contributed.

## **GENERAL**

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

***Date agreed by the Governing Body: September 2024***

***Signed: (Chair of the Governing Body)***