



St Edward's Catholic First School
Parsonage Lane, Windsor SL4 5EN
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Charging and Remissions Policy

Definition:

Throughout this policy the term charge means that the school will require parents to pay the full cost of the activity. The term voluntary contribution means that the school may ask parents for a contribution towards costs, but payments are discretionary and parents are not obliged to pay them.

Education During School Hours

All Education during normal school hours will be FREE of charge with the exception of musical instrument tuition for which a charge will be made

ALL activities will be available to ALL pupils regardless of their parents' ability or willingness to pay

The school may ask for voluntary contributions from parents to help meet the cost of travel, material and equipment, non-teaching staff costs, entrance fees and insurance

Subsidies may be available for children whose parents are unwilling or unable to make a voluntary contribution. Parents who can prove they are in receipt of the following benefits may be exempt from paying these costs:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

- If there is insufficient funding from voluntary contributions or subsidies and there is no other way to make up the shortfall the activity will be cancelled.
- The headteacher has discretion to set voluntary contributions at lower level for second and subsequent children
- The school may request recompense for breakages and damage to property

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'. The list is not exhaustive.

- Visits to galleries and museums
- Outdoor adventure activities
- Sporting activities
- Visits to or by a theatre company
- Some cooking activities
- Musical events
- Transport
- Swimming for KS1 and Lower KS2

Education Outside School Hours

The school will make a charge for activities provided as optional extras that take place wholly or mainly out of school hours. The full cost of such activities must be met or the activity will be cancelled

Education Partly During School Hours

The school will follow the rules detailed in "The Education Act 1996" to determine whether an activity takes place wholly, mainly or partly during school hours. In any case the charges detailed above will apply

Remissions

The governing body does not wish to see any child disadvantaged by virtue of the fact that their parent(s) are unable to pay. The governing body will therefore give consideration to remitting all or part of any charges payable by a parent/carer of a pupil in certain or exceptional circumstances. This will be at the discretion of the Governing Body.

Reviewed:	SBM	March 2019
Approved:	Resources Committee	12 th March 2019
Ratified:	FGB	18 st March 2019
Review frequency	Annual	
Signed by Chair of Governors		

Signed by Head Teacher	
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