

St Joseph's

Catholic Primary School

Work hard, love tenderly, walk humbly: trusting in God.



Charging Policy

2025-26

Head Teacher: Mrs M Urwin

Chair of Governors: Mrs B Ewart

Revision History

Name	Version	Reason for change	Status	Date	Review
Mrs B Cowan	1.0	Review cycle	Final	05/03/2025	01/09/2025
Mrs B Cowan	1.1	Review Cycle	Final	31/08/2025	01/09/2026

Introduction

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

Residential Visits

Schools cannot charge for:

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Schools can charge for:

- board and lodging and the charge must not exceed the actual cost.

Lettings

At St Joseph's, no charge is made for lettings. Such events are rare.

2. Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it will 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.

3. Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum. We make a charge to cover the costs of board, lodging and travel expenses. Parents who receive state benefits (*) are exempt from payment.

4. Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons.

Parents in receipt of state benefits (*) are exempt from payment. We give parents information about additional music tuition at the start of each academic year.

5. 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 make no charge for this activity. We inform parents when these lessons are to take place.

6. After School Activities

Charges may be levied for additional activities provided mainly outside school hours. The charging for these optional activities will be dependent upon the costs incurred and will be at the discretion of the Governing Body, through the Head Teacher. The charge to any one pupil will not exceed the actual total cost of the activity, divided by the number of pupils taking part.

7. Breakages

Breakages, loss or damage to school premises/equipment: Where school property or premises are damaged as the result of pupils' negligence or of pupils' behaviour, the school reserves the right to charge parents for the loss or damage.

8. Late pick up at the end of the school day

If you are late picking your child up at the end of the school day your child will be put into After School Club. Parents are asked to telephone the school office if they are going to be unavoidably late, however if parents are late on a regular basis a charge of £6.00 will be incurred from 3:30 pm onwards.

9. Wrap Around Care

A £6.00 charge will be payable if you are late to pick up your child from the After School Club. The school incur extra staffing costs beyond 5:30pm. Parents are asked to telephone St Joseph's Club if they are going to be unavoidably late after 5:30pm. However, if parents are late on a regular basis (more than twice) after 5:30 pm they will receive a warning letter firstly and then if this continues, their places at Club may be withdrawn.

** When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:*

- Income Support (IS)*
- Income-related employment and support allowance (this benefit was introduced on 27 October, 2008)*
- Income-based Jobseekers Allowance (IBJSA) – see attached for further information and clarification re Contribution-based Jobseekers Allowance (CBJSA)*
- Support under Part VI of the Immigration and Asylum Act 1999*
- Guarantee Pension Credit*
- Child Tax Credit (without Working Tax Credit except for the 4 week 'run on' period after becoming unemployed or a reduction in hours to less than 16 per week) and your annual family income does not exceed the published limit*
- Universal Tax Credit (UTC) subject to the relevant criteria*