



Charging & Remissions Policy



School: Our Lady & St Anne's Catholic Primary School

Head Teacher: Samantha Henzell

Named personnel with designated responsibility for: Charging & Remissions

Academic year	Designated Lead	Chair of Governors
2020-21	Michael O'Brien	Christine Baker
2021-22	Samantha Henzell	Christine Baker
2023-24	Samantha Henzell	Christine Baker

Policy review dates:

Review Date	Changes made	By whom	Date Shared
March 2013	Policy written	Michael O'Brien	March 2013
March 2015	Policy reviewed	Zelda Clennell	March 2015
March 2017	Policy Reviewed	Zelda Clennell	March 2015



February 2020	Policy reviewed, no changes	Zelda Clennell	12 th February 2020
February 2021	Policy reviewed, no changes	Zelda Clennell	9 th March 2021
May 2022	Policy reviewed, no changes	Samantha Henzell	4 th July 2022
March 2023	Policy reviewed, no changes	Samantha Henzell	May 2023

Safeguarding Statement:

At Our Lady & St Anne's Catholic Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Our Lady & St Anne's Catholic Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Rationale

Central to the delivery of the school's curriculum are real life experiences. The school organises a wide and varied range of educational visits and visitors many of which are free. The school does ask for voluntary contributions for some visits and visitors. Please note such events may have to be cancelled if income does not meet overall cost.

Purposes

We aim to embrace any appropriate opportunities to enrich the curriculum for the children at OLSA.

Planned visits and invitations to visitors are an integral part of the cross-curricular approach and themed weeks we plan for the whole school.

Guidelines



General Charges

The Governing Body reserves the right to make a charge or request contributions for the activities and items detailed below:

- Breakfast club and clubs provided by external agencies
- Paid Nursery provision for hours over and above the free entitlement
- Damage to school property – the cost of replacing or repairing damaged goods or property where this has been deliberately caused.
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists, theatre companies etc.
- Residential educational visits or day trips

Educational Visits and Visitors

The School pays for educational visits and visitors through

- Voluntary contributions from parents and carers
- Use of the pupil premium fund from the school budget
- School Fund subsidy where applicable
- Support from other sources.

The cost of an educational visit or visitor is made up of

- Entry or booking fees
- Travel costs
- Board and lodging if applicable

The School will aim to give as much notice as is possible for activities requiring a contribution. Parents and carers may pay in instalments for all visits and visitors. The school may fund raise or ask the parents to fund raise to subsidise the cost of trips.

Where pupils have parents, who are in receipt of Income Support and qualify for Free School Meals, or are experiencing financial difficulty, the cost of the visit or visitor may be paid for directly by the school through the Pupil Premium or School Fund.

We aim to allow all pupils to experience the visits and visitors regardless of payment.

All information relating to payment method is confidential. Parents are welcome to discuss any concerns or issues regarding contributions with the Head teacher.