St Agatha's Catholic Primary School

Policy	**Charging and Remission Policy**
Date	**Autumn 2026**
Date of Review	**Autumn 2027**
Governor Committee	**FGB**
Statutory Policy	**Yes**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

Voluntary contributions for activities as part of the Curriculum

When organising school trips, visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.

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, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.

If appropriate, and funds allow, the school may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

On-line Parent Payment System

The school will increase the amount of a voluntary contribution requested for an individual trip or activity to cover the cost of running an on-line parent payment system.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. Extra-curricular clubs such as choir are also without charge.

There is a charge for individual music tuition if this is not part of the National Curriculum. This charge is paid directly by parents to private music teachers or to KMAS which provides peripatetic music teachers to teach individuals on the school site. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for years 4, 5 and 6 children. Lessons take place in school time and are part of the National Curriculum. The school currently requests a voluntary contribution towards the cost of the hire of the pool. The cost of the instructor is covered by the school and there are no transport costs.

Optional Extra Activities

(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)

It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board and lodging, materials, books, equipment, entrance fees and insurance.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- school trips;
- musical events.

Residential Visits

The school organises annual residential visits for Year 6 pupils. The cost of this trip includes board and lodging, insurance, transport, materials, entrance to any sites visited and charges for any activities to be experienced. Alternative non-residential trips and activities are organised for pupils not wishing to participate in the residential visit. The cost of these trips and activities will be based on travel costs, entrance to sites, materials and charges for activities experienced. The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.

Pupils of families in special circumstances may be eligible for remission of charges to enable them to take part in the option of their choice. This is stated clearly on letters and is dealt with discretely and in confidence by the Headteacher. Parents will be given the option of a payment plan to spread the cost of the residential visit.

School lunches

For 2026-27, infants receive Universal Free School Meals and juniors receive meals paid for by the Mayor of London. Alternatively, parents can provide a packed lunch from home for their child.

Activities not run by the school

When an organisation, acting independently of the school, arranges an activity to take place during school hours, and parents want their children to join the activity, such organisation may charge parents.

Remission of charges

Where families are on forms of income support, and in the case of genuine hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, parents are invited to apply in confidence to the Headteacher for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors. This money will be obtained from other funds, which may or may not mean the School Fund or the School Budget. All such cases will be dealt with discretely and treated in the strictest confidence.

Breakages and Fines

The Governors reserve the right to ask parents to pay for the cost of replacing any item such as:
- broken windows
- defaced, damaged or lost textbooks
- replacement library books
- any item damaged as a result of unsatisfactory pupil behaviour.

Equal Opportunities

No pupil will be discriminated against or excluded from any charged activity on the basis of being unable to pay. No pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting pupils with special needs at a substantial disadvantage.

Review

There will be an annual review of this policy by the Finance, Audit and Risk Committee who will report recommendations to the FGB.