



Love God, Love each other, Love Learning

CHARGING/REMISSION POLICY **SACRED HEART RC PRIMARY SCHOOL** **2023/2024**

RATIONALE:

We want every person to feel valued and valuable. This applies when we are considering the costs involved in any activity connected with the school.

INTRODUCTION:

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

VOLUNTARY CONTRIBUTIONS:

Although the school cannot charge for school time activities, we may still invite parents and others to make a voluntary contribution equal to the cost of the activity; such contributions are voluntary by law, although the only way the school can subsidise them is to take money from other areas of the curriculum. Where parents are unable to make such contributions because of financial circumstances, they are asked to inform the Headteacher who will treat the matter in the strictest confidence; as a caring school community, we would not wish to deprive a child of a valuable learning experience through lack of funds. However, if sufficient parents are unable to contribute, the visit may not go ahead.

MUSIC TUITION

We are fortunate that the Rochdale Music Service use their excellent music skills in our school to deliver a strong creative musical curriculum. We provide the opportunity for all Key Stage 2 children to learn a musical instrument. These activities are charged for and arranged for families independently.

It is expected that music lessons are paid for either on time or in advance. If a debt occurs your child's lessons will be stopped until the debt is cleared.

SWIMMING

The school organises swimming lessons for all 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, and we ask parents for their written permission for their child to take part in swimming lessons.

RESIDENTIAL VISITS:

The children regularly experience education visits, which may involve leaving the school premises for variable periods of time up to one school day or longer periods of up to 3 days for Year 6 pupils. The costs of such visits are carefully itemised and parents may be invited to make voluntary contributions towards these costs. Items covered include transportation, admission fees etc. These visits are always subsidised from school funds. If there are not sufficient voluntary contributions to cover the majority of the costs, then the visit may not take place, but every effort is made to ensure that the visits are viable with nominal parental contributions. If a trip goes ahead, it may include children whose parents have not paid any contribution. In order to ensure that no child is penalised from a financial point of view, we try to give notification for such trips at least a year in advance so that parents may pay a regular amount into the trip fund each week. We do not treat these children differently from any others.

BREAKFAST CLUB

The daily charge per pupil for breakfast club is £2.00.

It is expected that this is paid daily or in advance using ParentPay

If a **debt of £40** or more occurs, then the place will be withdrawn until payment is made

SCHOOL DINNERS

Pupils in Reception – Year 2 are entitled to a universal free school meal.

Pupils attending **Nursery** do have to pay for school meals and this cost is **£2.35 per day**, which should be paid a week in advance using ParentPay. If a debt of more than **£24 occurs**, then it is expected that parents provide their child with a packed lunch until payment is made.

For pupils in Year 3 – Year 6 the cost of a school dinner is £2.55 per day which, should be paid at least weekly in advance using ParentPay. If a debt of more than **£26 occurs**, then it is expected that parents provide their child with a packed lunch until payment is made.

If a child in Nursery, Year 3 to Year 6 is entitled to Free School Meals, there is no charge.

If you are being charged for a meal and wish to see if your child is entitled to free school meals, please use the below link for further advice:

[Apply for free school meals | Free school meals | Rochdale Borough Council](#)

Alternatively, please contact Rochdale Borough Council Revenue and Benefits service on 0300 303 8870

REMISSION OF CHARGES

The Governing Board delegates to the Headteacher a power of discretion. This discretion may be used to waive charges, either in full or in part, for an individual pupil. The Headteacher's discretion will be exercised where, in the opinion of the Headteacher, there is clear evidence of financial hardship or an educational or social imperative for a given pupil to benefit from an activity which, but for a remission, would not make their participation impossible. The Headteacher's discretion may only be exercised by the Headteacher or authorised deputy.

DAMAGE

Damage to school buildings or property; the governors reserve the right to charge parents for damage or breakages to school property, grounds or buildings.

SCHOOL SUPPORT

To support parents to avoid financial debts, the Business Manager supported by the administrator will send regular reminders to parents of any outstanding balances.

LATE COLLECTION OF CHILDREN AT THE END OF THE SCHOOL DAY

- Any child collected after 3.25pm must be signed out using the electronic system.
- When a child is not collected at 3.15pm, on the first occasion, a record will be kept
- On the second occasion a letter will be sent to parents
- On any subsequent occasion, the parent will be charged **£5.00 per child for late collection**