

Charging and Remission Policy

Mission Statement

Jesus light our way on our faith journey. Be our guide, our joy and our hope,
as we learn, live, love and pray together.

1 Introduction

- 1.1 All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2 Voluntary contributions

- 2.1 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 may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
- 2.2 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.
- 2.3 The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
- visits to museums;
 - sporting activities which require transport expenses;
 - outdoor adventure activities;
 - visits to the theatre;
 - school trips abroad;
 - musical events;
 - in-school theatre companies;

3 Music tuition

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

4 Swimming

- 4.1 The school organises swimming lessons for all children from Year 4 to 6 for the whole year. 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.

5 Emergency Care

- 5.1 The school reserves the right to charge for the care of children whose parents collect them from school late at the end of the school day:
Consideration will be given to occasional / rare events, which may be out of the parents' control, and where school have been notified of this in advance; however, those parents who collect children late on a frequent basis, will be charged a fee.
The charge will be: £5 for every 15 minutes, after the end of the school day (from 3:20pm)
- 5.2 Letters will be sent to parents to notify them of the school's intent to issue a fine, and separately to advise of what the fine will be. (see appendix)
- 5.3 The school reserves the right to make a referral to Education Welfare and Social Services for children who are collected late from school on a regular basis. In the event of a child being left after 4.00pm, the Police will also be contacted.

6 Debts

- 6.1 It is school policy to look at any outstanding debts on an individual basis. The Headteacher has the right to write off any debts up the amount of £50.00 in exceptional circumstances. Any debts which are outstanding above this amount must be discussed and written off with agreement by the Governing Body.

Signed:

Date: December 2024

Review Date: December 2026

Appendix:

Letters to be sent to parents, once a charge will be given.

NOTICE OF INTENTION TO FINE FOR LATE COLLECTION

Dear parent / carer,

You may remember that on the 24th of September 2024, a letter was sent to all parents about children being collected from school late. This letter advised that should children be frequently collected late from school, that a fine would be issued to parents.

However, since that letter was issued in September, _____ has been collected late from school on _____ occasions. There have also been several verbal reminders about collecting your child on time from different members of staff, including the senior leadership team.

The late collection times have been calculated and this adds up to a total of _____ hours and _____ minutes (dates and times of the late collections can be provided if you would like this information).

We appreciate that there may be the rare time that parents are running late for collection and understand that sometimes, parents cannot control this. But when children are collected late, they cannot be left unattended, which means a member of staff must stay with them.

This also means that the member of staff cannot carry out their other roles and duties; that they may be late for their staff meeting; that they are late for their personal commitments, such as collecting their own children from school!

Please be advised that any future late collections will result in a fine – this will be charged at £5 for every 15 minutes that you are late (after 3:20pm).

Further fines will continue to be issued for each time that your child is collected late.

Yours sincerely,

Mrs M Ashley
Headteacher

FINE FOR LATE COLLECTION

Dear parent / carer,

Following our previous letter to you, where you were advised that any further late collections of your child would result in a fine, a fine has now been issued, due to a further late collection.

You (or another named contact) were late collecting _____ again, on _____, at _____.

As you (or another named contact) were _____ minutes late, **you are now fined £_____.**

Payment for this should be made at the school office at your earliest convenience.

Any further late collections, will also result in a fine.

Yours sincerely,

Mrs M Ashley
Headteacher