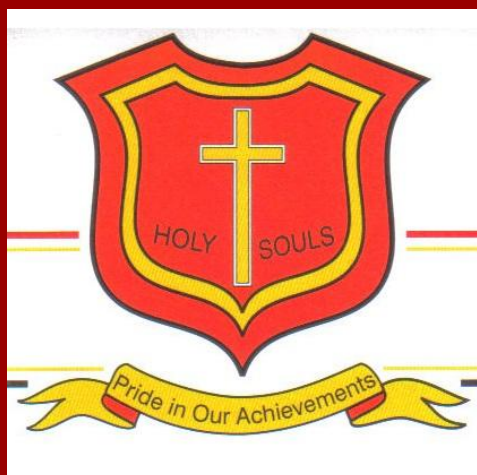


HOLY SOULS RC PRIMARY SCHOOL

Pride in our achievements



Vision Statement

Holy Souls School is a Catholic School where we share our life in Christ in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect. We remember that Jesus said, 'Treat others as you would like them to treat you'

School Charging and Remissions Policy

Date Agreed by Committee: 21.01.2026

Date Ratified by FGB: 26.03.2026

Annual Review

Holy Souls RC Primary School

School Charging and Remissions Policy

This document is a statement of the Charging and Remissions Policy at Holy Souls RC Primary School. It was developed during the autumn term of 2018 through a process of consultation with staff and Governors, it has been reviewed in the autumn term 2025.

Mission Statement

"To love one another as I have loved you" is at the heart of our Mission Statement. Holy Souls is a place where we share our life in Christ, in the growing knowledge that Jesus loves us. Our school is a place where everyone is able to feel welcomed, valued, secure, loved and happy. Everyone who comes into our school will be treated with respect and valued as a unique member of our school family.

Holy Souls RC Primary School aims to have robust clear processes in place for charging and remissions. Clearly set out types of activity that can be charged for and when charges will be made.

This policy is based on advice from the Department of Education (DfE) on 'charging for school activities' and 'the Education Act 1996', sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge which would normally be payable.

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.

The school reserves the right to ask parents for voluntary contributions for any activity organised by the school which takes place wholly or mainly (50% or more) during normal teaching time. Non- contribution would not prejudice a pupil's place, however, unless most parents were prepared to make a contribution, the school may have to cancel the activity. If the activity goes ahead all children will be treated equally regardless of whether they have contributed or not. Such enrichment activities are an important aspect in supporting the curriculum.

Activities may include:

Visits to museums.

School trips.

Visits to the theatre.

Musical events.

Sporting activities which require transport.

Outdoor adventurous activities.

Holy Souls RC Primary School cannot charge for the following:

- Admission Application
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum
- Instrumental or vocal tuition if it is part of the national curriculum
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit
- 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Holy Souls RC Primary School can charge for the following:

- Any materials, books, instruments or equipment, where the child's parents wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition provided at the request of parents, outside the national curriculum
- Community facilities

Optional extras.

Holy Souls RC Primary School are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment.

The following are optional extras.

- Education provided outside of school time that is not part of the national curriculum
- Transport (other than stated in the above)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments, or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra
- The cost, or an appropriate proportion of the cost, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charges will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra where charges will be made.

Music Tuition.

Holy Souls RC Primary School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff.

Residential Visits.

Holy Souls RC Primary School can charge for board and lodging, but the charge must not exceed the actual cost.

Voluntary Contributions.

Holy Souls RC Primary School is able to ask for voluntary contribution from parents/carers to fund activities during school hours which would enrich the experience and education of our pupils, but which would not be possible without additional funds.

- Educational visits within school hours.
- Visiting performances, workshops and speakers who will provide specialist activities.
- Ingredients and or materials for items to be made at school in lessons and subsequently taken home.

There is no obligation for parents to make any contribution and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Holy Souls RC Primary School request a voluntary contribution from families towards the schools contribution to the Salford Diocese Building fund annually

Remissions.

In some circumstances the school may not charge for items or activities set out in this policy. This will be at the discretion of the Head teacher and governing body and will depend on the activity in question.

Parents in receipt of benefits.

Parents in receipt of benefits whose children are currently eligible for free school meals, or whose children have in the past been eligible for free school meals and been recorded as such on school's census return (ever6), are not routinely exempt from charges. Requests for voluntary contributions will be made.

Remissions for residential visits.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income support
- Income based jobseekers allowance
- Support under part VI of the immigration and Asylum Act (1999)
- Child tax credit, provided that working tax credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Custom) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Requests for voluntary contributions towards transport cost will still be made.

Eligibility for free school meals.

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount as determined by the governing body.

Swimming.

Swimming lessons organised by school take place in school time and are part of the national curriculum. No charges will be made for this activity.

Damage to property and breakages.

Where school property has been wilfully damaged by a child or parent, or damage has been caused by negligence or neglect to show due care, the school can charge those responsible for some, or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil or the school has been charged, the school can pass some or all the cost to those responsible.

These charges will be made at the discretion of the Head teacher and are dependent upon the situation.