

Our Lady and St Anne's R.C. Primary School

Charging and Remissions Policy

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 installments 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.

March 2013

Reviewed March 2015