

St Augustine's Catholic Primary School



Charging & Remission Policy 2025-26

***“We love and learn together by growing in
friendship with Jesus”***

Linked virtues:

‘Eloquent & Truthful’

Autumn 2025

This charging policy has been compiled in line with DfE requirements and in accordance with Sections 449-462 of the Education Act 1996.

Aims: To identify and clarify areas where schools may either charge or seek financial contributions from parents.

The Local Governing Board (LGB) recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' personal and social education. It aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

The LGB further recognises the contribution made by staff towards voluntary activities outside the normal teaching day and the various additional visits that are undertaken for the benefit of the pupils.

Unfortunately, the finance received by school is not sufficient to provide for this element of education. The LGB, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which the School attempts to provide, together with our legal and moral position regarding their funding.

School trips and activities

All pupils will be eligible to go on educational visits, day trips and/or activities that take place during school hours, or which are part of the curriculum. Voluntary contributions will be sought to cover the cost of travel, insurance, admission and other charges. Voluntary contributions will also be requested to cover fees of education visitors, for example: speakers, theatre groups. Pupils will **not be disadvantaged** if a contribution is not made. However, it will be made clear from the onset that when parents are invited to contribute, the activity will only proceed if the total costs of the activity can be met. The charge requested will not exceed the actual costs involved.

Residential visits

The LGB reserves the right to make charges for residential trips that are not essential to the National Curriculum or statutory RE; a charge for board, lodging, transport and insurance will be made. Sensitive efforts may be made to support the residential costs to pupils, as far as possible where parents are, for example, in receipt of one or more of the following:

- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- Income based Employment Support Allowance
- Support under part vi of the Immigration and Asylum Act 1999
- The guarantee element of State Pension Credit
- Universal credit in prescribed circumstances

However, should the level of contribution fail to reach the required cost of the visit, the visit may have to be cancelled.

Debt Management

The schools preferred method of payment is via ParentPay, as we are a cashless school. Parents/Guardians are requested to **pay in advance** for services such as School Meals, trips, events, music lessons and club activities. **This also includes Nursery fees £6 per hour (payable whether a child is present, off sick or on holiday). Late fees also apply for payments that are not made on time.**

A reminder that school dinners are chargeable from Year 3, unless pupils are Pupil Premium eligible. Parents/Guardians will be contacted if there are insufficient funds on their Parentpay account to pay for a school dinner and again if it becomes a regular occurrence. School dinners are now ordered in advance via an online system, to avoid the build-up of meal debt.

Please come to speak to school office staff, should you have difficulties making payment for any school event.

Materials and textbooks

Textbooks are provided free of charge but, in some subjects, additional revision guides or equipment may be made available, for which a charge may be made. Parents/Guardians may be asked to make a contribution towards the cost of items produced as a result of art, craft, design technology and cookery etc.

Within Foundation Stage there is an annual charge, £60 per child (one-off contribution) or an option to pay termly (£20 x3 = £60). This income covers many of the perishable items that the children use in their activities and enriching their learning experiences. This can be paid through ParentPay. All of this fund goes directly back to the children.

Enrichment Fund

To create more flexibility with funding donated by parents, we will no longer be suggesting contributions to the School Building Fund. Historically, this funding went to the Diocese and could only be used for capital based projects. As an Academy, we no longer require a Building Fund.

If you have a direct debit set up for this Building Fund, you are free to cancel this, as we are not generating sufficient funding to put towards a project.

Our priority for donations moving forward is an Enrichment Fund, for pupils within Years 1-6. The money generated from these contributions will go directly into the St Augustine's school pot of money and will enable us to have more flexibility on how we can spend the donations e.g. to enhance areas of the school building, improve our IT capacity, support with curriculum resources or subsidise trips/visitors.

The Enrichment fund is a suggested donation of £60 per family per year, which can be paid as a £5 monthly or £20 termly contribution). The total will be added onto your ParentPay account each year (under the eldest child's name).

Our main projects for **2025/26** Academic year are to raise funds to aid:

- Upgrade of ipads for pupils to use to support with lesson delivery.
- Further investment in laptops for pupils to ensure access to the full computing curriculum.
- Additional reading resources for KS2.

Music

The school continues to work with Solihull Music however, fees for peripatetic lessons should be paid directly to Solihull Music, not the school. The contract will be between the parents and Solihull Music. The same applies to Rock Steady Music lessons who will continue to work with us in 2025/26.

Wilful damage/loss of property

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) to cover the full cost of replacement or repair, or such lower cost as decided by the Head Teacher.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been re-charged to the school.

The charge is to be the cost of replacement or repair, or such lower cost as decided by the Head Teacher.

Lettings

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. Finance Governors may vary this rate at their discretion in cases where pupils benefit from the activity taking place. Where these activities are undertaken as part of the Extended Schools/Out of Hours learning, this discretionary power is automatically delegated to the Head Teacher.

No charge will be made for Parent Association events or related St Augustine's Parish events.

Hall charges are **£35** per hour.

Holiday lettings across the week are charged at **£600**. This is a full day rate.

Lettings for Orchids are **£33** per morning session and **£55** per afternoon (**£88 daily rate**).

School Clubs

Throughout the year, there are many opportunities for children to participate in clubs – either a before school club, lunch time club or an after school club. Some of these clubs can be funded through Sports Premium. Others will incur a charge, particularly if we have to pay the provider to run the club or require purchasing items to run the club. Details of charges are given to Parents/Guardians when the letter is issued at the start of each term/half term.

Late collection of pupils

A charge will be levied on parents who are **persistently** late in collecting their children at the end of the school day. Charges will be incurred will be in line with charges for Orchids. This is to cover the costs of employing staff to administer childcare beyond their working hours.

You must sign the InVentry digital system when collecting your child from the main office. Failure to collect your child from school on time is also a Safeguarding concern. We work with CSAWS (Central Safeguarding and Welfare Support) to monitor this.

This Policy was reviewed and agreed by Local Governing Board 06.05.25

Review date: Annually