



## Cookridge Holy Trinity Church of England (A) Primary School

Green Lane Cookridge LEEDS LS16 7EZ  
Telephone 0113 225 3040  
[www.holytrinity.leeds.sch.uk](http://www.holytrinity.leeds.sch.uk)

# Holy Trinity Church of England (Aided) Primary School

## Policy Statement

### Charging and Remissions Policy

#### *The Best for Every Child - a Unique Child of God*

At Cookridge Holy Trinity Church of England (A) Primary School we serve the community by providing a happy, secure and caring Christian environment where all are valued and respected. We pride ourselves on being friendly and welcoming. We believe in the uniqueness of the individual as a child of God and recognise the range of contributions that each can make.

We provide for the spiritual, emotional, physical, mental and social development of the whole child, as a child of God. We seek to foster self-esteem and instil a sense of responsibility to others and the world around them through the teaching of our Christian Values.

We are committed to the pursuit of excellence, and the school curriculum aims to offer all children a broad and balanced, relevant and differentiated curriculum which provides consistency and continuity of teaching throughout the school, enabling every child to maximise their potential.

We work in partnership with parents, the local church, the wider community and other schools to provide an education of the highest quality.

Written by: Cath Hellings  
Date: May 2022  
To be reviewed: May 2025

 THE CHURCH  
OF ENGLAND  
Diocese of Leeds



*The best for every child*

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of Cookridge Holy Trinity C of E (Aided) Primary School are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **Charges cannot be made for .....**

The Governing Body of Cookridge Holy Trinity C of E (Aided) Primary School recognises that legislation prohibits charges for the following;

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport provided in connection with an educational trip.

## **Charges may be made for .....**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Entrance fees
  - Insurance costs
  - Vocal and musical instrument tuition.
  - Breakages and replacements as a result of damages caused wilfully or negligently by pupils
  - Extra-curricular activities and school clubs
  - Any extended school activity
  - Damage/vandalism/loss to and of school property

## **Remission**

Children whose parents are in receipt of the following support payments will, on addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are;

- Income Support
- Income Based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1998
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed the current amount
- Guarantee element of State Pension Credit

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following;

- a) School trips related to enhancing the curriculum;
- b) Residential trips
- c) Music tuition
- d) In school activities and visitors
- e) Materials for projects where models etc are taken home

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents;

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. *(Where a request for voluntary contributions is included in the policy the governors should set out the purposes to which the voluntary contributions will be put.)*

Voluntary contributions will be used to;

- Cover the cost of a trip including transport to and from the venue and entry into the venue
- Cover the cost of travel for accompanying teachers

If a profit is made then we will put this money into the School Voluntary Fund to offset other school trips or to benefit the children.

### **GDPR**

*Any data collected in accordance with this Policy will be processed in accordance with the data Protection Policy and appropriate legislation.*