



St. Francis Xavier's RC Primary School

Love one another as I have loved you

CHARGING AND REMISSIONS POLICY

Our Mission

Share God's love with one another

Follow your dreams

EXcel in citizenship

Our Mission is to:

- Be a witness to the values, teaching and beliefs of the Roman Catholic Church
- Promote achievement and enjoyment for all
- Expect the best for individuals
- Inspire learning
- Collaborate with the community
- Promote a healthy and safe life style
- Create a sustainable school
- Continually strive to be effective

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips and residential experiences can make towards pupils personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional optional activities.

Charges

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- (a) the board and lodging element of any residential activities
- (b) any activities which take place or are deemed to take place outside school hours which are not part of the National Curriculum
- (c) the school reserves the right to levy a charge for wilful damage to property and equipment by pupils and expect parents to support the school in this respect by helping their child to face their responsibility.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.

Remissions

Where a pupil is eligible for free school meals, the Governing Body will remit, in full, the cost of board and lodging for any residential activity that it organises for the pupil if the activity is deemed to take place within the school hours or as part of the National Curriculum. In other circumstances there may be cases of family hardship which make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the

remission of charges in part or in full. Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

Voluntary Contributions

When activities or visits are organised, parents will usually be invited to make voluntary contributions towards the costs. The Governing Body wishes to make it clear that if voluntary contributions or other funds held by the school are insufficient to meet a good proportion of the cost of any trips organised, contributions already made will be returned and the trip cancelled.

This policy was reviewed March 2026. The policy was adopted by the Finance and Resources Committee of the Governing Body of St Francis Xavier's RC Primary School on 18th March 2026
The policy will be monitored by The Finance and Resources Committee and will be reviewed in March 2026 or sooner if statutory guidance or legislation dictates.

Signed: *P. Williams* Date: 18.03.26 Chair of Finance and Resources Committee

Signed: *E. Christopherson* Date: 18.03.26 Headteacher