

St. Thomas of Canterbury Catholic Primary School



Charging & Remissions Policy

Date Agreed:	October 2025	Review Date:	October 2026
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Headteacher:	Mrs E Poulteney	Chair of Local Governing Body:	Mr T Thompson
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SCHOOL MISSION STATEMENT



At St Thomas' we are learning to follow Jesus, showing respect and consideration for ourselves and others. We all have the opportunity to learn and work to the best of our ability in a safe and loving environment.

Charging and Remissions Policy

The Local Governing Body of St Thomas of Canterbury Catholic Primary School will comply with the provisions of the 1996 and 1988 Education Acts with regard to charges for education and related matters. 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 some individual or small-group music tuition.

School levy

St Thomas of Canterbury Catholic Primary School is introducing a voluntary school levy from September 2025. The funds raised will be used for the maintenance and improvement of the school site, both buildings and grounds.

Voluntary contributions

1. When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If sufficient funds are not received, the Headteacher will decide if the event goes ahead or cancelled. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.
2. Subsidies from St Thomas of Canterbury's school budget may be used to cover deficits.
3. Wherever possible, the school will give sufficient notice to allow parents/carers to pay in instalments.

4. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, they should discuss this with the headteacher. If insufficient contributions are made, then the trip might be cancelled. Sometimes the school pays additional costs in order to support the visit.
5. Parents can request to know how each trip is funded. The school provides this information on request.
6. The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive
 - a. visits to museums
 - b. sporting activities
 - c. visits to or by a theatre company
 - d. school trips
 - e. musical events
 - f. transport
 - g. swimming lessons
 - h. extra-curricular activities (after school clubs)

Residential visits

When a residential Trip is organised during term time (currently only applicable to Year 6) then only those who have made the total contribution will attend the trip. Those not attending will attend school as usual.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National curriculum. We do ask parents to contribute towards the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their permission for their child to take part.

If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. The Headteacher and Governing Body may offer a concession to a family depending on their individual circumstances.

Clubs

After school and lunchtime provision will be chargeable. Parents will be asked to make payment to secure sessions for their child to attend a club. All charges for clubs must be made in advance and no child can attend if payment has not been received in full. No refunds will be made for clubs that are cancelled due to any unforeseen circumstances such as staff absence. No refunds will be made for non-attendance by the child for any reason.

If parents are experiencing financial difficulty, they are invited to write in confidence to the Headteacher. The Headteacher and Governing Body may offer a concession to a family depending on their individual circumstances.

Lost/Damaged items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship