



St. Anselm's Catholic Primary School

Church Avenue, Southall, Middlesex, UB2 4BH,

www.stanselmscatholicprimaryschool.co.uk

Charging and Remissions Policy

Policy Start Date	Policy Review Date	Frequency	Committee / Governor Responsible
Autumn 2025	Autumn 2026	annually	Resources & Premises Committee (R&P)

Introduction

St Anselm's Catholic Primary School supports the principle that the school curriculum be available to every child and that charges should not limit any child's access to the curriculum. Any school visits or activities will be planned with a view to making them accessible to as many pupils as possible. Where charges are levied, they will be fair and easily understood by all. As much notice as possible will be given to parents when identifying a cost for a school visit.

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many previous data protection rules and regulations that Schools, academies and other educational establishments adhered to under the DPA. The principle aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

1. Educational Trips – Day Visits & Residential

Charges will be made for organised day trips to theatres, museums, animal parks etc which are directly linked to the national curriculum and the annual Year 6 residential stay. Each trip is carefully costed and parents are asked to contribute towards the cost of the trip for their own child. The school does not seek to make a profit out of such activities. If insufficient funds are contributed the trip may have to be cancelled. If the trip goes ahead no child will be excluded because of inability to pay. Parents who are in severe financial difficulty should discuss the matter with the headteacher.

2. Educational Visits to school from outside organisations

Voluntary contributions may be requested from each parent to cover the cost of visits /workshops whether class based or whole school whole school events to enhance the education of the children.

3. After School Clubs

A number of clubs are organised by staff and currently are provided free of charge.

4. Swimming Lessons

Lessons are normally confined to pupils in Year 4. The lessons are financed by the school.



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5. School Documents

A charge may be levied to cover administration and photocopying costs of any school policy or document requested by a parent. All school documents are freely available for viewing at school/ on website.

6. Breakages and damages

The governors reserve the right to ask parents to make a contribution towards the cost of replacement or repair of items deliberately damaged or broken through their own child's carelessness. The school reserves the right to ask parents for a contribution towards the cost of replacement of resources, including books, which have been damaged or lost when taken home.

7. Remission Policy

In certain circumstances, charges towards the cost of items 1 and 2 above may be wholly or partly remitted on the ground of family hardship. The headteacher must be informed, which can be in strict confidence should a family require financial assistance. All requests are dealt with sympathetically, sensitively and confidentially.

8. Debt

Should a sum of money remain outstanding despite reminders by the headteacher, the matter will be referred to the Finance & Premises Committee of the Governing Body for further action.

Headteacher:		Date:	Spring 2026
Chair of Governing Body:		Date:	Spring 2026