



# Charges and Remissions Policy

**God made us all unique  
To learn, live and grow  
To show care, concern and  
friendship  
To be the best we can  
Showing Christ's love in all we do.**

**Policy Relating to Charges and Remissions for School Activities**

1. To fulfill their statutory responsibility under the Education Reform act 1988 and in accordance with DES Circular 2/89 the governors of St Cuthbert’s Catholic Primary School, Newcastle upon Tyne, in the Catholic Diocese of Hexham & Newcastle, set out below their policy relating to charges and remissions for school activities.
2. This policy will be reviewed annually in the light of subsequent legislation, advice on good practice or a revision of the Governors’ views on **Charging and Remissions**
3. The governors note that section 118 (4) of the act makes clear that its provisions relate only to charges which may be made by a Local Education Authority or a school governing body and which may be paid by a pupil or a pupil’s parent; that they should not be read as relating to charges for any educational activity which may otherwise be levied or paid by other persons.
4. Governors undertake that admission of pupils will be as stated in the school’s information booklet and not on the ability of the pupil or parents to pay charges, nor their willingness to make voluntary contributions.
5. **No charge** will be made for any school activity, which it is the Governors’ statutory responsibility to provide in respect of the National Curriculum, Religious Education or a prescribed public examination.
6. In order to offer, through the use of funds allocated to the school, the fullest opportunities for the pupils the Governors will **Charge** for all activities where charging is permitted under the Act as set out in the schedule below. Such charges may be remitted in whole or part where related voluntary fund-raising or gifts from school or other bodies occur.
7. **Remission** in whole or in part will be made to a pupil whose family is known to be experiencing hardship.
8. In circumstances where obligatory charging is not permitted under the Act, the Governors will, in the best interests of the pupils, encourage a reasonable level of **Voluntary Contribution** to promote to the greatest possible extent a richness and diversity of educational experiences. However, neither pupils nor their parents will be treated differently on the basis of their willingness of ability to make such voluntary contributions.
9. The Governors require the Headteacher to make clear to pupils and parents when contributions in money or in kind are obligatory or voluntary and when remissions apply under statutory requirements or Governors’ policy.
10. Charges levied will not exceed the costs to individual pupils for the activity and associated travel, and board and lodging where applicable.
11. The Governors will, at their discretion in each case, recoup from pupils or pupils’ parents costs incurred by breakage’s, damage, defacement and loss of, or failure to return, school books, equipment or other property.
12. The Governors will, as permitted under the Act, consider having recourse to civil action in the courts for debts incurred under section 10 of this policy when such action is deemed to be necessary and appropriate.
13. To establish whether an activity is **Within** or **Outside** school hours as defined in the Act and the Circular, school daily sessions are as follows:

<b>Monday – Friday</b>	<b>Morning</b>	<b>Afternoon</b>
	<b>9.00 – 12.00</b>	<b>12.45-3</b>

### St Cuthbert's Catholic Primary School

#### Schedule of Charges and Remissions

Activity	Charges and Contribution
Courses, in school time, in school	No charge
After School Clubs	Charge full amount (Pupil Premium children can access these for free as part of their PP entitlement)
Swimming	Voluntary contribution
Uniform	Pay in full Second hand uniform available for free
Music – Individual instrumental tuition in/out	Pay per session
Materials, books equipment for pupils – in/out hours	No charge
Craft Materials/Ingredients – in hours –	No charge
Transport/Other Costs for Activities In school time/sessions Out of school time/sessions	School asks for voluntary contribution and school pays part usually
Residential Visits	Charges for board and lodgings and voluntary contributions. (If a child falls ill and is unable to go on a trip, school will refund 50% of the overall cost. If a parent decides a child is not to go on a trip because of behaviour issues at home, no refund will be given by the school. If the school is unable to take a child on a trip because of safeguarding concerns around behaviour, the school will refund any monies paid with the exemption of the deposit.)
Day Trips	Voluntary Contribution
Breakage, damage, defacement of site and Premises	Charged at the discretion of the Governors
Breakage, damage defacement, non-return of books and equipment	Charged at the discretion of the Governors
Freedom of Information requests	Items free on website; copies of some paper items free; black and white or colour copies of some paper items charged at 5p or 10p per sheet respectively (Please refer to Freedom of Information Policy and Model Publication Scheme from the Information Commissioner's Office on the General Data Protection Regulation section of our school website)
Governors may take Civic Action to reclaim debts.	

Approved by Governors annually