



Charging and Remissions Policy

St Dunstan's RC Primary School

Approved January 2018
Review Annually

St Dunstan's RC Primary School**CHARGING FOR SCHOOL ACTIVITIES****Introduction**

1. This charging policy has been compiled in line with DfES requirements and in accordance with S457 of the Education Act, 1996. In addition, the Governors wish to acknowledge that, as a Catholic School, we seek to support disadvantaged members of the school community.

School Trips

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum, however see 11 for school policy on contributions.

3. **Residential trips - Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.

b. if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging (See 15 for remissions).

Materials & Textbooks

4. All materials required for classroom learning will be provided within a reasonable limit, according to proper use and care being taken. The school reserves the right to levy a charge for replacement equipment.

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, food technology or design and technology, a charge *may* be levied for the cost of the materials used.

Music Tuition

5. As part of the music curriculum, every child in Year 3 learns an instrument. Lessons on other instruments are also available on an annual basis and with a deposit for instrument loan (subject to a signed agreement for responsibility for damage or loss)

Activities Outside School Hours

6. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

7. For all other activities outside school hours, a charge up to the cost of the activity will be levied, where the school has incurred cost in providing the service.

8. The before and after school club Bears, is a self-funding organisation, separate from the school budget and they administer their own finances. Charges for the childcare are made.

Damage/Loss to Property

9. A charge may be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

10. A charge may be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

11. Where the school cannot levy charges, but in order that a broad and rich variety of activities may be offered to our children, the school will request or invite parents to make a contribution towards the cost of the trip. No child will be excluded from the trip if such a contribution is not received. Where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

Lettings

12. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities.

Other charges

13. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report, photocopying of pupil records etc.

Remissions Policy.

14. The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

15. The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.