

## St John Vianney Catholic Primary School Charging and Remissions Policy 2022-2023

### Basic Principles

Newcastle City Council Financial Regulations for schools states it is the responsibility of the Governing Body to formulate and review a policy on charges.

No charge can be made for education during school hours. The definition of “education” includes material, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between school and any curricular activity. School hours are those when the school is actually in session and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils’ learning and broaden their knowledge and experience. Sometimes these are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his/her parents cannot or will not make a voluntary contribution. Where appropriate, the opportunity to pay in instalments will be offered to parents who wish to pay in this way. Any charges made may not exceed the cost of the trip/visit/activity.

In all instances of residential visits a charge will be made to meet the costs of board and lodging, except where the remissions policy applies.

Currently no charge will be made for “extended schools” activities taking place in school during the term time period. However school will charge for holiday scheme places and this charge will be agreed by the Governing Body.

### Voluntary Contributions

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned. Parents will be asked to make voluntary contributions to school trips/visits. These contributions will not exceed the actual cost.

Where voluntary contributions are requested the terms of the request will clearly state:

1. there is no obligation to contribute
2. pupils will not be treated differently according to whether or not their parents have made a contribution
3. the proposed activity may not take place unless a majority of parents contribute
4. a suggested amount for a contribution to cover costs

Where an outside provider is used for out of school activities a voluntary contribution will be sought. Where transport is sourced from an outside provider a voluntary contribution will be sought.

The following is a list of possible activities for which parent / carer contributions could be requested:

- visits to museums/cinema
- musical events
- sporting activities which require transport expenses

- outdoor adventure activities
- residential visits

### **Remission**

It is the policy of the Governing Body to review each individual case and may if appropriate apply the following:

1. to remit charges for school activities to parents (i.e. in receipt of Income Support, Working Family Tax Credit, Free School Meals, Income-based Jobseekers Allowance, Child Tax Credit) who had been unable to give a donation.
2. to look at individual cases where parents have been unable to give a donation.
3. to agree how to fund shortfalls for activities.

### **Breakages**

In cases of wilful damage to equipment or breakages, or loss of school books on loan to pupils, the Head teacher in consultation with the Chair of the Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Other Charges**

*Private photocopying/telephone calls/faxes*

The Governing Body have agreed charges to be levied for private photocopying (per copy), telephone calls (per call) and faxes (per fax). These will be subject to VAT regulations. The charges will be reviewed annually. The charges for telephone calls, faxes and photocopies are available from the Admin Team. All monies to be paid to the Admin Team. These monies will then be paid into the school's annual budget via the secure cash collection system.

### **School Uniform**

School uniform is sold directly to parents through an independent clothing company.

### **Income from Donations**

From time to time the school will seek voluntary donations for specific purposes. This may be via non-uniform days, sponsorship or for particular charity days e.g. Cafod, Red Nose Day. It will be made clear at the time of asking that such donations are voluntary and the purpose for which the donations will be used.

### **Income from Lettings**

See Lettings Policy

### **Responsibilities**

Authority for the day to day management of the policy is delegated to the Headteacher who will determine the costs of activities other than those set by Governors.

Review Date October 2023