

## **St Raphael's Catholic Primary School - Charging & Remissions Policy**

### **Charging Policy**

The School Governors have determined a charging and revision policy as required by the Education Reform Act 1988.

### **Activities**

1. This policy confirms the right of the school to invite voluntary contributions for the benefit of the school, or in the support of any activity organised by the school whether during or outside school hours.
  - a. At the beginning of each term the school invites every family to make a contribution to the school fund. This subsidises trips and theatre performances, and Christmas treats for the children.
  - b. A statement is included in the prospectus that invites voluntary contributions for trips, but also informs that should such contributions not be enough to fund trips; the outings may need to be cancelled.
2. No charges will be made for any activity during the school day with the following exceptions:
  - a. Charges may be made for the actual cost of individual tuition in playing of a musical instrument where parents have indicated their agreement.
  - b. Charges may be made for materials or ingredients required for practical subjects where parents have indicated in advance their desire to own the product.
  - c. Charges may be made for other activities which are recognisably distinct from the curriculum where parents have indicated in advance their agreement.

### **Damages and Losses**

1. Charges may be made for the cost of replacing any damaged property or item resulting from a pupil's inappropriate behaviour.
2. Charges may be made for the cost of replacing any non-returned property or item which had been loaned or hired to a pupil.
3. The discretion to remit in whole or part any charge which may be made by the school has been vested in the Headteacher.

### **Remissions Policy**

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.

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.

### **Lettings**

The Governing Body would consider any application to hire the school premises on the merits of each application.

The Governing Body would have regard to the attached condition of Hire of Council Premises, using these as guidelines before considering letting any part of the school property.

Any letting would be made if the school caretaker were prepared to work additional hours in order to open and close the school.