



**DUKINFIELD**

**CHARGING AND REMISSIONS POLICY**  
(March 2018)

**ST MARY'S CATHOLIC PRIMARY SCHOOL DUKINFIELD,**  
**CHARGING AND REMISSIONS POLICY**

In accordance with the ethos and mission statement of St. Mary's Catholic Primary School, we pledge to respect the equal human rights of all our pupils and to educate them about equality. We will also respect the equal rights of our staff and other members of the school community. We will comply with all equality legislation and be particularly mindful of the need to protect pupils and all other members of our community from homophobic, biphobic and transphobic (HBT) bullying in order to make all children feel safe and welcome.

#### **Introduction**

The purpose of the policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge.

#### **Responsibilities**

The headteacher will ensure that staff are familiar with and correctly apply the policy.  
The Governors will review the policy on a regular basis.

#### **Policy statement**

During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

We reserve the right to request a contribution towards the replacement of lost or damaged equipment. In the case of school reading book stock, this will be a £5 standard charge (see appendix 1 letter).

Even when an activity is an essential part of the National Curriculum being followed by pupils, we may still ask for a voluntary contribution towards costs. This will usually apply to school trips (eg – admission fees, transport costs, etc)

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

#### **Optional activities outside of the school day**

We will not normally charge for optional, extra activities provided outside of the school day by school staff (for example football club, gardening club, etc) even though such activities are not part of the National Curriculum or religious education.

#### **Residential**

Charges will be made for transport, board and lodging. Other charges will be made to cover costs. In such cases parents will be told how the charges were calculated. The Pupil Premium may be used to subsidise or reduce the cost of residential visits in order to make them more affordable for pupils who are eligible for this funding.

#### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

#### **Music Tuition**

In cases of hardship the governors will consider at their absolute discretion the remission of fees (either in full or in part) for those pupils who they consider will benefit from such tuition.

This Policy was approved and re-adopted on behalf of the Governing Body by the Finance and Personnel sub-committee on Wednesday 7<sup>th</sup> March 2018



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Headteacher: Mr J. Murray

Date:
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**Lost or Damaged School Reading Book**

Dear Parent/Carer,

It appears that your child has lost or damaged the school reading book entitled

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As you can appreciate, we need to replace the book as soon as possible in order for all children to have full access to our range of books. The standard cost of replacement is £5.00. Until this payment is made, it may not be possible for your child to bring home any more school reading books.

Please pay the £5 in cash or as a cheque made payable to Saint Mary's Catholic Primary School. This must be accompanied with the completed slip below in a clearly marked envelope and should be returned to the school office.

Many thanks in advance for your support and cooperation,

Yours Sincerely,

Mr J Murray  
Headteacher

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**Payment for Lost/Damaged School Book**

I enclose £5.00 to pay for my child's lost or damaged school reading book.

Child's name \_\_\_\_\_ Class \_\_\_\_\_

Signed \_\_\_\_\_ (Parent/Carer)