



Charging and Remissions Policy

Name of Head Teacher	Mrs Laura Park
Name of Chair of Governors	Dr Vivienne McCabe
Date	July 2023
Next review date	July 2026

Charging and Remissions Policy

At St John's Cathedral Catholic Primary School our mission is to educate the whole child through the Gospel values of Christ.

Section 1 – Introduction

This policy has been informed by local and government guidance, including Charging for School Activities 2014, and is reviewed every three years by the Finance Committee of the Governing Body.

Section 2 – Aims and Objectives

The aims of this policy are to:

- Set out what the school will not make a charge for
- Set out what the school will make a charge for
- Explain when the school will remit a charge

Section 3 – No charge to be made

The school will not charge for:

- Education provided within school hours. This includes the supply of educational materials, books and transport to support the teaching of the National Curriculum.
- Education provided outside of school hours if it is part of the National Curriculum
- Instrumental and vocal music tuition which is part of the curriculum

Section 4 – Charges

The school may charge for:

- Music or instrumental tuition for individuals or small groups
- Musical instruments that will belong to the child
- Educational or other activities that are not part of the curriculum
- Provision of materials for activities such as Art/DT where the product will be taken home
- Occasional school time activities that are not essential to the delivery of the National Curriculum but may provide additional experiences such as trips to museums, workshops at educational centres. The school will ask for contributions but keep them to a minimum and explain the reason for the cost
- Replacement of equipment and materials that have been damaged or destroyed as a result of destructive behaviour

Section 5 – Optional extras

The school may charge for some additional activities that are known as ‘optional extras’ such as:

- SATs revision books which parents may find useful to purchase through the school, but are not essential for children to have
- Some optional trips and visits that are non-essential. We may ask for a contribution from parents in these circumstances as the viability of the trip may be dependent on whether the costs can be covered
- After school clubs or activities where the school is being charged by a coach

Section 5 – Portsmouth Diocesan Levy

St John’s School is part of Portsmouth Diocese which levies an annual fee on all families with children at Catholic schools. The levy is essential for the maintenance of Catholic schools as the Government only funds 90% for buildings in Catholic schools and the schools and parishes must generate the shortfall. Parents taking up a place at a Catholic school will be made aware of this and we hope will support the school in this vital financial obligation. The contribution of £28.50 per child can be paid in full each September or in instalments of £9.50 at the start of each term.

Section 6 – Families qualifying for remission

The school recognises that there may be occasions when families are unable to cover the cost of the activity or trip. We will never disadvantage children in this situation and will always be sympathetic to genuine financial difficulties. We are happy to set up payment plans to spread the cost or extend the period over which payments can be made. For families in receipt of certain benefits, there may be circumstances where we are able to remit the charge wholly or partly of chargeable activities.

Section 6 – Additional Considerations

The governing body will delegate to the Head Teacher the responsibility to ensure that the organisation and cost of trips will not put an unnecessary financial burden on families. Trips will be carefully considered for cost as well as suitability. The number and frequency of trips will be considered and where possible families will be given at least one month’s notice of the cost or contribution required for an activity. Payment plans with payment cards will be available from the office and appointments can be made with the Head teacher to discuss financial difficulties with chargeable activities.

This policy agreed in: July 2023

By: The Governing Body

Will be reviewed in: July 2026