



**St. Cecilia's Catholic Primary School**  
**Charging**  
**Statutory Policy**

Version: 18

Date: Autumn 2018

## **Change Summary**

Version	Issue Date	Section	Description of change
1	11/1999		
2	22/5/02		Updated in line with new policy format
3	11/2003	When Charges Apply	Charging for documentation listed in the School Publication Scheme
		Governors' Fund	Alteration to contribution and inclusion of Gift Aid
4	11/2004		Annual Review – No alterations
5	11/2005		Annual Review – No alterations
6	11/2006		Annual Review – No alterations
7	Autumn 07	Governors' Fund	Increase in contribution
8	Autumn 08		Annual Review – No alterations
9	Autumn 09		New mission statement
10	Autumn 10		Annual Review – No alterations
11	Autumn 11		Annual Review – Milk added to charging list
12	Autumn 12		Removal of Reading Folders from list
13	Autumn 13		Annual Review – No alterations
14	Autumn 14		Minor alteration to Governor's Fund
15	Autumn 15		Re-formatted
16	Autumn 16		Annual Review – No alterations
17	Autumn 17		Annual Review – No alterations
18	Autumn 18		Annual Review

### **Next Review**

Autumn term, Annually

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# **St. Cecilia's Catholic Primary School – Charging Policy**

## **School Mission Statement**

*At St Cecilia's*

- *We live by God's Word and share His love throughout our school and global family.*
- *We respect and value the contribution that we each make throughout our journey.*
- *We encourage every individual to be an inspired learner for life.*

## **When Charges Apply**

Activities offered wholly or mainly during normal teaching time shall be available to all pupils regardless of parental ability or willingness to meet any costs.

There is **no charge** for:

- admission to the school and education during school hours
- use of books, materials and equipment

There is **a charge** for:

- individual music tuition and other extra-curricular activities
- board and lodging on a residential trip in school time and specialist tuition if appropriate.
- trips where 50% or more of the time spent on the trip is outside school hours
- the full cost of repair or replacement of books, equipment or property lost or damaged by a pupil
- Certain documentation as listed in the School Publication Scheme
- Milk

## **Voluntary Contributions**

For visits, the school asks for the support of voluntary contributions from parents. There is no obligation to contribute, but if insufficient contributions are received the visit may have to be cancelled. In practice the Governors have found that parents are always very supportive and wish the school to continue organising such trips.

A contribution is sought for the transport of children to swimming lessons.

## **Remission of Charges**

Where the parents of pupils are in receipt of Income Support or Family Credit, there may be complete remission of board and lodging charges.

Where parents are in receipt of Income Support, there will be complete remission of the cost of a school meal taken at the midday break and for milk consumed daily.

Financial assistance may be available for extra-curricular activities at the discretion of the Governing Body.

## **Governors' Fund**

The Governors' Fund is used primarily to enhance the building improvements programme. Parents are asked to contribute a sum annually, quarterly or monthly. Parents are encouraged to complete Gift Aid Declaration forms to enable the school to claim back part of the tax paid.

The current suggested contribution is a minimum of £60 per family, however, parents are asked to increase their contribution if at all possible.

The contribution, whilst voluntary, is important for the continued upkeep of the school premises and enables additional facilities to be provided for the children. It also supports the provision of funds for children who could not otherwise afford extra curricular activities. It is therefore hoped that the large majority of parents will feel able to support the school in this way.

# Notes for Teachers

*These notes are not intended to replace the policy, merely to act as a quick bite-size summary.  
Please read and action...*

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  - the full cost of repair or replacement of books, equipment or property lost or damaged by a pupil
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- If you are unsure of any situation regarding money, please see either your line manager or the school bursar.