St Cuthbert's C of E Primary School Policy for Charging and Remissions

Vision:

In our family school, we strive to be the best for today, for tomorrow, for ourselves, for each other, the wider world and for God.

As a Christian family we nurture an understanding that we are all of equal value and infinite worth.

In the safety of our unique family we will flourish and grow towards being Global Citizens and Courageous Advocates.

('You are now citizens together with God's people and members of the family of God'. Ephesians 2:19)

Mission statement:

Learning to love, loving to learn in the family of Christ.

('Encourage one another and build each other up'- 1 Thessalonians 5:11)

Admissions
There is no charge for admissions.

School meals
There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount meal decided by Dolce.

School meals are provided through Dolce and can be ordered and paid for via their website https://www.dolce.co.uk/ From 1st April 2025 the cost will be £2.61 per meal.

Activities that take place during school hours (this does not include the break in the middle of the school day)
There is no charge for activities during school hours

The School organises swimming lessons for some year groups in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place. There is no charge for transport during school hours to swimming sessions.

We may charge for:
- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 4)

Activities that take place outside of school hours (non-residential)
There is no charge for activities that take place outside of school hours when they are:
- part of the set curriculum, including sports matches against other schools

Optional extras
The school will charge for optional extras. Optional extras are:
- Education provided outside of school time that is not part of the National Curriculum
- Board and lodging for a pupil on a residential visit.

The cost of optional extras
The Headteacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Headteacher on the recommendation of the Recourses Committee. The charges, when determined, will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge **(section 12).**

When calculating the cost of optional extras an amount may be included in relation to:
- any materials, books, instruments or equipment provided in connection with the optional extra
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

Activities that take place partly during school hours either on or off site
Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 3.**

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in **section 4.**

Residential activities
Our school will charge for:

- ***Board and lodging***

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 10 for more guidance on remissions).

- ***Travel***

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- ***Activities***

The school may charge for residential activities that fall outside of school hours **(see section 4).**

Music tuition within school hours
St Cuthbert's follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. **Charges will be made** if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum.

Extended services

St Cuthbert's is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support,
- parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

Breakfast

All children are eligible for a free breakfast (bagel) each day. This is provided through the National School Breakfast Programme. Due to changes in funding school now contributes 25% towards the cost of this scheme.

Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal Credit
- Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Headteacher and chair of governors will authorise the remission of charges.
The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Headteacher.

Voluntary contributions

The Governing Body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education. This will include:

- Educational Visits within school hours
- Ingredients and/or materials for items to be made at school in lessons and subsequently taken home
- Visiting speakers / performers / workshop leaders who have been engaged by the school to lead specialist activities.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents. There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

Inability or unwillingness to pay

St Cuthbert's is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Updating Documentation

This policy document will be reviewed annually to assess its value as a working document. It will be updated in light of new legislation or in response to specific matters.

This policy was updated September 2025 and will be reviewed September 2026.