

STATUTORY POLICY



Charging & Remission Policy

(No 26)

Responsibility for policy update lies with the Head Teacher.

To be reviewed by Resources Committee a minimum of every **3 Years**.

Dates Adopted
14.10.13
03.03.15
02.10.19
24.11.22

St Patrick's Catholic Primary School

Charging Policy

Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

The essence of this policy is that no charge will be made for an activity which is an essential requirement of the curriculum; however, voluntary contributions can be asked for where appropriate.

Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee. Monitoring the implementation of this policy has been delegated to the Finance Committee.

Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation. Parents/Carers Parents/Carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out what we **cannot** charge for:

Education

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
 - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
 - Entry for a prescribed public examination if the pupil has been prepared for it at the school
 - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Residential Visits

- Education provided on any visit that takes place during school hours
- Supply teachers who are covering for teachers who are absent from school due to accompanying pupils on a residential visit
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education

Where Charges Can Be Made

Below we set out what we can charge for:

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

Optional Extras

We are able to charge for activities known as optional extras. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (See 'Other Activities we charge for')

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
- The cost of buildings and accommodation
- 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)

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority

Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. A charge can be made of all non-residential activities which take place wholly or more than 50% outside school hours, where the child's participation has been agreed in advance by the parents and carers. The charge can include the cost of travel, entrance fees, insurance, equipment and any staff (teaching or non-teaching) engaged specifically for the activity.

Voluntary Contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include school trips and sporting activities. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling

or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Life Skills and Technology

Where materials are required for a lesson, the school must provide them free of charge except where the finished product can be taken home and eaten/used by the family or consumed at school. In this case the school can either ask for the materials to be provided or for money to be sent in to school to cover the costs. Parents and carers are not obliged to do this, but if they do not, the finished product may not be sent home.

Day Trips

Voluntary contributions will be invited to cover the cost of the trip. No pupil will be excluded if parents are unable or unwilling to contribute but if there are insufficient voluntary contributions, the trip will not happen.

Other Activities We Charge For

The school will also charge for the following activities: breakfast club, after school activities, extended school activities, holiday clubs and other similar activities that take place outside the school day.

Remissions

In some circumstances, the school may not charge for items or activities set out above of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Parents and carers receiving the below benefits should make an appointment to speak in confidence with the Headteacher to discuss the remission of charges.

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit - provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Monitoring Arrangements

The Finance Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Headteacher on an annual basis. At every review, the policy will be approved by the Finance Committee.