

St Joseph's Catholic Primary School

Inspiring everyone to **REACH** through Faith, Hope, Love

At St Joseph's, we strive for academic excellence through encouraging resilience, empathy, aspiration and challenge. We have high expectations for ALL so that we can be 'The best we can be.' With Faith, Hope and Love at the heart of our school family, our children feel safe, secure and supported.



Charging and Remissions Policy

Reviewed by:	Gabriella Tiley
Approved by FGB:	23 rd June 2021
Review Cycle:	Every 2 years
Next Review Due:	June 2023

Charging and Remissions Policy

Introduction

The Governors wish to provide for all pupils the best possible educational opportunities available within its resource. The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the Governors warmly endorse that principle and are committed to uphold all legal requirements. It is recognised, however, that many other educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the educational programme for pupils that these additional activities can provide.

St Joseph's Catholic Primary School is a Christian community in which individuals are valued and respected, and encouraged to **REACH** in all that they do through 'Faith, Hope and Love'

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 449-462 of which set out the law on charging for school activities in England.

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.

The 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

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

Aims and Objectives

The school's aim is to keep financial contributions from parents to a reasonable minimum and to ensure as far as possible that all children are able to take part in an activity, irrespective of their parents' financial circumstances. The law recognises that charges may be made to parents in certain defined circumstances – provided that the school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body has decided that until further notice its policy will be as follows:

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- Admissions applications,
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport provided in connection with an educational trip

Schools and Local Authorities can charge for:

- Any materials, books, instruments or equipment where the child's parent / carer wishes them to own them.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see Music Tuition below)

- Certain Early Years Provision;
- Community Facilities.

Optional Extras

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- 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, or
 - religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport that is not required to take the pupil to school or to other premises where the Local Authority/Governing Body have 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 (breakfast clubs, after school clubs, tea and supervised homework sessions).

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, this includes supply teachers engaged specifically to provide the optional extra;
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra;
- The cost of buildings and accommodation.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not include an element of subsidy for any other pupils wishing to participate in the activity 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.

Voluntary Contributions

As an exception to the requirements set out in the section *Prohibition of Charges* of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips;
- Sports 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.

Should a pupil miss a visit due to their own absence where voluntary contributions have been requested from parents then these contributions are to be considered non-refundable except in exceptional circumstances where financial hardship is considered a genuine concern.

Residential Visits

We charge for board and lodging on residential visits, but the charge must not exceed the actual cost. We also ask parents to contribute to the full cost of the travel and activity expenses.

A savings scheme will operate to allow parents to spread the cost of such trips over a longer period of time.

Music Tuition

There is a charge for individual and group music tuition if this is not part of the National Curriculum, provided that the tuition is 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.

Remissions

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity.

- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- Income Support;
- Income Based Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed £16,190;
- The guarantee element of Pension Credit;
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit).

Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every two years.

At every review, the policy will be approved by the governing body.