

# ST ANNE'S CATHOLIC PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

### Purpose of Policy

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

### Relationship to other policies

The policy compliments the school's equality policy, curriculum policy, finance policy, educational visits policy and the teaching and learning policy.

## 1. 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 be made

## 2. 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.

## 3. Definitions

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

## 4. Roles and responsibilities

### 4.1 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 and monitoring the implementation of the Charging and Remissions Policy has been delegated to the Resources Committee.

### 4.2 Headteacher

The headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### 4.3 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.

#### 4.4 Parents

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

## 5. Where charges cannot be made

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

### Education, including:

- Admission 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
  - 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
- Transport provided in connection with an educational visit

### Swimming

The school organises swimming lessons for pupils; 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, and we ask parents for their written permission for their child to take part in swimming lessons.

### Residential visits

- Education provided on any visit that takes place during school hours
- 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. 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)
  - Certain early years provision
  - Community facilities
  - Other extras

## 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 (such as breakfast clubs, after-school clubs, holiday clubs and enrichment clubs)

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)

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

All pupils study music as part of the normal school curriculum. We do not charge for this.

## Residential visits – Non-essential

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents for residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- a) If the proportion of school hours spent on the trip is less than half of the total hours spent on the trip, a charge will be levied up to the full cost of the trip
- b) If the proportion of school hours spent on the trip is half or more of the total hours spent on the trip, a charge will be levied for board and lodging only.

Where charges are not made for residential activities, voluntary contributions may be requested.

No Child will be excluded because of an inability to contribute/pay; if parents are experiencing financial difficulty they are invited to write in confidence to the Headteacher.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 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. In such cases the school may invite parents to make a contribution towards the cost of the trip. Parents must be made aware that the contribution is entirely voluntary.

Parents have a right to know how each trip is funded. The school provides this information on request.

**There is no obligation for parents to make any contribution, and no child will be treated differently or 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.

## 8. Activities we charge for

### 8.1 Optional Extras

The following is a list of additional activities organised by the school throughout the year, which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre or cinema
- musical events
- extended school activities
- other activities as they arise

Voluntary contributions may be requested to cover:

- a) The costs directly incurred by the School in connection with the activity
- b) The costs incurred by the School in administering arrangements for the activity, and facilitating the activity taking place
- c) The costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity
- d) The costs of consumable items used in connection with any activity, where the finished product is available for students to consume or take home

### 8.2 Breakages

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be equal to the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### 8.3 Lettings

The school does not let the premises.

## 9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### 9.1 Remissions for residential visits

### *Note on board and lodging for residential visits*

If the school chooses to charge parents for the board and lodging costs of a residential visit, and if the education provided on that visit must otherwise be provided for free under the terms of the Education Act 1996, the school must advise parents that they will be exempt from the cost of board and lodging if they can prove that they are in receipt of any of the following benefits ([www.gov.uk/apply-free-school-meals](http://www.gov.uk/apply-free-school-meals)):

- Universal credit in prescribed circumstances
- Income support.
- Income-based jobseekers allowance (IBJSA).
- 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 as assessed by HMRC does not exceed certain limits.
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

### **9.2 Other**

In addition, the Headteacher or Governing Body may sometimes use their discretion to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship.

Any request by a parent or carer for waiver or remission of charges or voluntary contributions will be treated in confidence.

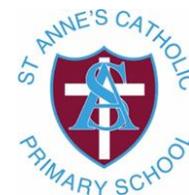
## **10. Monitoring arrangements**

The governing body is accountable for ensuring the school administers charges in accordance with this policy and statutory guidance. This policy shall be interpreted consistently with all statutory provisions and statutory guidance and will be reviewed by the Resources Committee, on behalf of the Governing Body, at least annually and from time to time in the event of any change to statutory requirements or otherwise.

## **11. Additional Considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a "first pay, first served" basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.



<b>Date agreed by Governing Body on</b> 10 December 2024	<b>Signature of Chair or Vice Chair</b>
<b>Date agreed for review</b> Autumn 2025	<b>Frequency of Review</b> Annually
<b>Responsibility for Review</b> Resources Committee	