

Charging and Remissions Policy

St Mary's RC Primary School



Approved by:	Governing Body	Date:	October 2019
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Last reviewed on:	
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Next review due by:	October 2021
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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 maintained schools 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. In our school, responsibility for approving the charging and remissions policy has been delegated to the finance sub-committee.

The sub-committee has overall responsibility for monitoring the consistent implementation of this policy.

4.2 Staff

The implementation of the policy is the responsibility of the Head Teacher, supported by the Business Manager.

4.3 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 the school cannot charge for**:

5.1 Education

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

5.2 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 to another place of study

5.3 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 the school can charge for**.

6.1 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

Certain early years provision

Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The school can also charge for activities which enhance the national curriculum learning but do not make up the key components of it. The following are optional extras:

Education provided outside of school time that is not part of:

- The key components 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/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, 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

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.

6.3 Music tuition

The school 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

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Voluntary contributions

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
- Activity visitors
- Charitable fund-raising activities

(this list is not exhaustive)

If the school is unable to raise enough funds for an activity or visit then it will be cancelled. In such instances, refunds will be made to those who have already made payments. The school has the right to prevent pupils attending non key curricular trips where payment is not forthcoming and where pre-agreed arrangements have not been set.

8. Activities this school charges for

The school will charge for the following activities:

- School Meals (except where pupils are entitled to Free School Meals or Universal free meals)
- Milk, where parents have elected to buy daily milk (excluding pupils in Foundation Stage)
- Breakfast club
- After-school club
- Holiday club
- Sports clubs
- External sports and youth clubs
- Lost library books
- School reading bags

(this list is not exhaustive)

Parents will be informed of any changes to the charges for the following term, no later than 4 weeks prior to the end of the current term.

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

Parents who can prove they are in receipt of the following benefits may be exempt from paying the cost of board and lodging components for residential visits:

Universal credit in prescribed circumstances

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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190

The guarantee element of State Pension Credit

An income related employment and support allowance that was introduced on 27 October 2008

Children under Local Authority Care

Children of armed services personnel

This will be at the discretion of the governing board and will depend on the activity in question and individual circumstances.

10. Parental Payments

Where charges are made by school, it is expected that parents and carers will make payment in advance of the item/visit/activity. Online payments are preferred via the Bury Council online payment system or school payment system. Information and support in electronic payment use can be sought from the school office.

Where online payment is not possible, school will accept payment by cheques made payable to Bury Council or cash in a sealed and clearly labelled envelope which must be handed in to the school office only.

School has a duty to chase non-payments for items listed in section 8 and will do so by telephone and written invoice. Continued meal non-payments will result in pupils becoming ineligible for school meals until arrears have been settled. Ongoing debts will be passed to Bury Council where necessary to pursue.

11. Monitoring arrangements

The Head Teacher 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 Governing Board.