

# Charging and Remissions Policy

St Joseph's Catholic Primary School



**Approved by:** Resources Committee

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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 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 and monitoring the charging and remissions policy has been delegated to the Resources Committee.

#### 4.2 Headteachers

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.

### **4.4 Parents**

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

## **5. Policy Statement**

During the school day all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge in the form of voluntary contributions.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out of school and visitors in school. In these circumstances, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available it may be necessary to curtail or cancel activities.

## **6. Charges**

### **6.1 Swimming**

The school organises swimming lessons for all children in Year 4 & Year 2. These take place in school time and are part of the National Curriculum for Year 4 and not part of the National Curriculum for Year 2. We ask for a voluntary contribution towards the cost of these sessions. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part.

### **6.2 Music**

All children study music as part of the normal school curriculum. We do not charge for this. Where individual or small-group music tuition takes place, this is an additional curriculum activity and not part of the National Curriculum. Therefore, a charge will be made. These individual or small-group lessons are taught by peripatetic music teachers. We will give parents information about additional music tuition at the start of each academic year.

### **6.3 Optional Extras Outside of the School Day**

We will charge in full for optional, extra activities provided outside of the school day, for example, residential trips. Such activities are not directly part of the National Curriculum or religious education nor are they part of an examination syllabus.

Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments. Parents may claim help with some costs in some circumstances. Parents should make an appointment with the Head Teacher to discuss options available.

### **6.4 Education Partly During the School Day**

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of

time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.

## **6.5 Extra-Curricular Activities**

The school offers additional activities after school. We reserve the right to make a small charge for these sessions.

## **6.6 Residential Visits**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of eligible benefits. Other charges will be made to cover costs when the number of school sessions missed by the pupils totals half or more of the number of half days taken up by the activity. In such cases parents will be told how the charges were calculated.

## **7. Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **8. Malicious Damage**

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 7 and 8 of this policy. This will be at the discretion of the governing body and will depend on the activity in question.

## **10. Remissions for Residential Visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging 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.

## **11. Monitoring arrangements**

This policy will be reviewed by the Resources Committee every three years or as changes are required.