



## St Augustine's Catholic Primary School

### Charging and Remissions Policy

#### Guidance

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published.

A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Activities which are an essential part of the syllabus for an approved examination must be provided free.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies.

## **Status Statutory**

### **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as:

Early Years Foundation Stage and KS1 – 8.55am – 12.00 and 1.00 – 3.25pm.

KS2 - 8.55am – 12.15pm and 1.15 – 3.25pm.

### **What was consulted?**

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

### **Relationship to other school policies**

The policy complements the school's equal opportunities policy and the teaching and learning policy.

### **Roles and responsibilities of headteacher, other staff, governors**

The **headteacher** will ensure that the following applies:

#### **During the school day**

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

The staff and governors recognise the importance of activities, that while not an essential part of the curriculum, add value and enjoyment to the experiences of the children. Voluntary contributions may be sought for such activities during the school day which entail additional costs, for example museum and theatre trips.

#### **Residential visits**

Charges will be made for residential trips.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission for any charges for board and lodging for residential visits which are part of the National Curriculum.

#### **Music Tuition**

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. [insert examples]

#### **Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a prerequisite for the provision of any optional extra activity.

### **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 cannot. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who would qualify for support are those who for example are those in receipt of Income Support, Income-based Jobseeker's Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided the parent is not entitled to Working Tax Credit, the guaranteed element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008.

At the discretion of the headteacher other cases of hardship or extenuating family circumstances where parents are not in receipt of any of the above support may be considered for support.

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

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while they may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for Voluntary contributions to be sought for such activities during the school day which entail additional costs.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Arrangements for monitoring and evaluation**

The Finance and Premises Committee will monitor the impact of this policy by receiving a financial report three times a year on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

Recommended by the Finance and Premises Committee on 15<sup>th</sup> October 2013

Signed by Chair of Finance and Premises Committee .....

Agreed by Governing Body on ..... (date)

Signed Chair of Governors .....

Review Date October 2015

### **Links to legislation and guidance documents**

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in: <http://www.teachernet.gov.uk/management/atoz/c/chargingforactivities/index.cfm?code=legi>