



## **Charging & Remissions Policy**

**St John's Catholic Primary School**

**2022/2023**

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**This policy will be reviewed November 2023**

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# 1 Introduction

St John's 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
- Work with parents towards the best interest of the child at all times.

## 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 body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to the Headteacher.

The Governing body also has overall responsibility for monitoring the implementation of this policy.

Monitoring the implementation of this policy has been delegated to the Headteacher.

### 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:

### 5.1 Education

Admission applications

Education provided during school hours

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

### 5.2 5.2 Transport

Transporting registered pupils to other premises where the Governing body or local authority has arranged for pupils to be educated

### 5.3 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
- 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:

### 6.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 6.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities

### 6.2 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

Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or Governing Body 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

Schools 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

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.

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

Visits in school that enhance the curriculum offering

School trips and visits to enhance or extend pupil's learning within a topic.

For regular activities, the charges for each activity will be determined by the adult running the club and approved by the Headteacher. Parents will be informed of the charges for the club before it starts and when child children are able to sign up for it.

## 8 Remissions

In some circumstances the school may not charge for items or activities set out in sections 7 and 9 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

### 8.1 Remissions for residential visits

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

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

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)

The school will always work with any parent or carer that has any financial concerns regarding a school activity or visit. Parents are encouraged to speak to the Headteacher in confidence if they have any concerns in this area. We will ask parents to contribute a small amount if they are able towards the cost of a trip but this will always be an agreed amount dependant on circumstance of the parent at that time.

