

**The Catholic Academy Trust in East Berkshire
St Mary's Catholic Primary School**

*Learning and loving on our journey with
Jesus.*



“To the greater glory of God”

Charging and Remissions Policy

Voluntary Contributions

Nothing in legislation prevents a school from asking for voluntary contributions to benefit the school or any school activities. If the activity cannot be funded without the benefit of voluntary contributions, the local governing body or head teacher should make this clear to parents at the outset. The local governing body or head teacher should also make it clear to parents that there is no obligation to make any contribution. It is also important to note that no child should be excluded from an activity simply because his parents are in financial difficulties. If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled.

Education

The school cannot charge for:

- 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;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

The school can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- Optional Extras.
- Music Tuition, in limited circumstances.

Residential Visits

The school cannot charge for:

- 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, 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

A charge can be made for:

- board and lodging, but the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- 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 does not exceed the threshold set by the Treasury in April each year (£16090 in April 11);
- Guaranteed element of State Pension Credit;
- Income-related Employment and Support Allowance (ESA).

If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools may consider making financial contributions in these cases from the money they hold from voluntary contributions. Schools should make it clear to parents at the outset and in their prospectus and in other relevant documents what their policy for allocating places on school trips will be along with their policy on voluntary contribution.

Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education PROVIDED that it is not:
 - a) part of the National Curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.

- examination entry fee(s), if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school, or to other premises where the local governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours can be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

Transport

The school cannot charge for:

- transporting registered pupils to or from the school premises, where school has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the local governing body have arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

But can charge for:

- any other transport. This is a permitted optional extra.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, and not part of religious education.

Non residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. Using the above calculation, the trip would equate to nine half day sessions, five of which are deemed to be in school hours, i.e. more than 50%.

Example 1:

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the trip is deemed to have taken place during school hours.

Example 2:

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the trip is deemed to have taken place outside school hours.

Scale of Charges and Remissions – See Appendix A

Charges will be made in conjunction with the attached Appendix A. This also gives details of any circumstances in which the school propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their Charging Policy.

This policy will be reviewed every three years or when necessary

This policy was ratified by the Governing Body on

Date.....

Signed.....

This policy will be reviewed in Spring 2020

SCALE OF CHARGES

DAMAGE TO PROPERTY

The Governing Body reserves the right to ask parents to contribute to the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

PHOTOCOPYING

Photocopies will be charged at the rate of:

A4 Black and white	£0.10	A3 Black and white	£0.20
A4 Colour	£1.50	A3 Colour	£3.00

APPROVAL OF OFFICIAL DOCUMENTS

The Governing Body agrees that the Headteacher may approve/sign official documents e.g. a passport application for a pupil or parent. Such requests should allow two school days for the return of completed documentation.

£20.00

PRODUCTION OF LETTERS

The Governing Body agrees that the school should assist parents with the production of official letters not related to school business e.g. letters to British or foreign government departments. Two school days' notice is required

£15.00

Letter confirming a child's address

£10.00

OPTIONAL EXTRAS

The Governing Body agrees that, in addition to optional extras detailed in the school's Charging and Remissions Policy, the following are classed as optional extras and will not normally be subject to any form of remission by the school. However, due consideration will be given to cases of "hardship".

- Before school clubs provided by external providers which will invoice the parents/carers directly.
- Music lessons during school hours provided by external providers which will invoice parents/carers directly.

- Sport sessions before or after school hours provided by external providers which will invoice parents/carers directly.
- After school clubs held on or off the school premises provided by external providers which will invoice parents/carers directly.

REMISSIONS

The Governing Body does not wish to see any child disadvantaged by virtue of the fact that their parent(s)/carers(s) are in financial difficulty. The Governing Body will:

- Remit all charges otherwise payable by parents/carers of a pupil in respect of board and lodging, provided for their child pursuant to the charging policy, for the duration of a residential trip if the parents/carers or pupil meet the criteria for the 'benefits' that qualify them for Pupil Premium eligibility purposes.
- Give consideration to remitting all or part of any charges payable by a parent/carer of a pupil in all other instances pursuant to its charging policy.
- This authority is delegated to the Headteacher who may use his/her judgement when deciding if cases of hardship exist and may decide upon the level of remission.