

ST MARY'S CATHOLIC PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

DATE OF APPROVAL	01/2019
VERSION DATE	V.01
DATE UPLOADED	01/2019
DATE FOR REVIEW	12/2019
OWNER	F&R Committee

Purpose

This policy explains how the School makes charges and remissions to minimise the financial barriers which may prevent some pupils taking full advantage of opportunities offered by the School.

The Governing Body of St Mary's School believes that all our pupils should have an equal opportunity to benefit from school activities and visits, curricular and extra-curricular, independent of their parents' financial means. The School will adhere to the following guidelines:

Where possible a list of visits and their approximate cost will be published in advance, so that parents can plan.

Parents may pay in instalments for activities and trips ahead of the event.

When an opportunity for a trip arises at short notice, it will be possible to arrange to pay by instalments beyond the date of the activity.

The School will not offer opportunities on a "first pay, first served" basis, as this discriminates against pupils from families on lower incomes.

Monitoring & Evaluation

The policy has been informed by *A Guide to the Law for School Governors* and the DfE guidance *Charging for School Activities*.

This policy complements all other relevant School policies including the Financial Regulations Manual.

The Finance & Resources Committee of the Governing Body will monitor the impact of this policy each term by receiving a financial report on those activities that resulted in charges being levied, the subsidies awarded (anonymised to protect personal data), and the source of those subsidies. It will seek to evaluate the impact of the School's extended services on those children most in need of additional support.

Activities where no charges apply

No charges will be made 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 the School's basic curriculum for religious education.

- Tuition for pupils learning to play musical instruments, or singing, 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.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 the School’s basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from School accompanying pupils on a residential trip.
- Transport provided in connection with an educational trip.

Activities for which charges may be made

Activities outside school hours. Non-residential activities, other than those listed above, which take place outside of school hours, but only if most of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

Residential activities.

- Board and lodging costs, but only those costs, of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see **Refunds**, below) may not be charged for board and lodging costs.
- Residential trips deemed to take place outside school time, other than for those non-applicable activities listed above.

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day. If the number of school sessions on a residential trip is equal to, or greater than 50 percent 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.

When any trip is arranged, parents will be notified of the policy for allocating places.

Music tuition. Music tuition for individuals, or groups of up to four pupils.

Optional extras. Activities which can be charged for, except for board and lodging for residential trips, are regarded as optional extras. Charges will not exceed the actual cost per pupil of provision. Charges may be made as indicated in the Table below. Parental agreement will be obtained before a charge is made.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent, carer or guardian requires their child to own them.	For example, a clay model – a charge to cover the cost of the clay.	

Charges will/may be made for music tuition.	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils.	Remission from the LA for Category A - see below.
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost and will be kept to a minimum	Remission for category A - see below.
Cost of transport from school to the secondary schools for induction and/or liaison.	The charge will not exceed the actual cost and will be kept to a minimum	Remission for category A - see below.
Cost of repairs for breakages and damage arising from misbehaviour.	The charge will not exceed the actual cost and will be kept to a minimum.	

Families qualifying for remission or help with charges

To remove or lessen financial barriers for children that may be disadvantaged, the Governing Body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to families in certain circumstances.

This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a specific charge, it is indicated in the right-hand column of the Table above. Criteria for eligibility for remission are given below.

- **Category A.** Parents in receipt of current eligible benefits may qualify for remission. Parents may apply to the School Business Manager with specific requests
- **Category B.** The school is normally able to give assistance to pupils whose parents may not be able to meet the *full cost* of a voluntary activity. All applications under this category will be dealt with complete confidentiality.

Voluntary Contributions

Although the School cannot charge for education during school hours it may, in certain circumstances, invite parents and others to make a voluntary contribution to extend the use of School non-public funds. If an activity cannot take place without some financial help from the parents, they will be informed at the planning stage. No pupil will be left out of an activity because their parents or carer cannot, or will not contribute.

Refunds

Where a child is unable to attend a trip due to sickness, or some other unforeseen circumstances, the School will make every effort to refund the cost, providing the venue refunds the School. The cost of travel cannot be reimbursed as transport for trips is calculated on a whole-class attendance.

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