

St John Henry Newman Catholic Primary School



Charging and Remissions Policy

Approved: April 2022

Next Review Date: April 2025

Aims

- To have robust, clear processes in place for charging and remissions
- To clearly set out the types of activity that can be charged for and when charges will be made

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. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Where charges can be made

Education

- Any materials, books, instruments, or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

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 board 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.

Voluntary contributions

- When organising school trips, visits or activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of them (if costs are incurred e.g. 'Roman' soldier coming into school or a visit to museum).
- The level of contribution will be based on the actual costs incurred, divided by the number of pupils participating.
- All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip or visit.
- If a trip goes ahead, it may include children whose parents have not paid the full contribution. If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.
- Parents have a right to know how each trip is funded and the school can provide this information on request.
- Sometimes the school pays all or part of the costs to support the visit.
- The school's parent association may wish to contribute towards the cost of a particular visit.
- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.
- Children eligible for the pupil premium grant are entitled to a 50% reduction towards any voluntary contributions.

Residential visits

- Parents/Carers are required to meet the full cost of the residential visit, except children eligible for the pupil premium grant who will be entitled to a 50% reduction towards the cost.

Music tuition

- All children study music as part of the normal school curriculum and we do not charge for this. If lessons are offered, there is a charge for individual or group music tuition if this is not part of the National Curriculum.

Swimming

- The school organises swimming lessons for all children which take place in school time and are a part of the National Curriculum. The school may ask for a small voluntary contribution from parents toward the tuition of these lessons. Children eligible for the pupil premium grant are entitled to a 50% reduction towards this voluntary contribution.

Sports coaching

- The school offers additional sports coaching after school time, run, and organised by local sports coaches. There may be a charge for these sessions.

Remissions

- The Governing Body may from time to time decide to remit all or part of the cost of activities involving pupils. This will be at the Governors' discretion.
- The Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Headteacher or Deputy Headteacher on behalf of the Governors.
- All parents, however, will have the right of appeal to the Governing Body, normally represented by the Chair or Vice-Chair of Governors.

General

- The cost of repairing damage and replacing equipment or books (lost, defaced, or damaged) remains the responsibility of the parents when this damage or loss is the result of their child's behaviour or negligence.
- Parents/Carers may be asked to provide materials for practical subjects, but no child will be disadvantaged because of parents'/carers' inability/reluctance to pay. Where necessary, school will pay the cost of this.