

# **St. Winifred's R.C. Primary School**



## **Charging and Remissions Policy**

**February 2023**  
**Review February 2024**

## **Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remission
- Clearly set out the types of activity that can be charged for and when charges will be made

The children access a wide range of opportunities within a broad and balanced curriculum both in and out of the school day.

## **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 maintained schools in England and requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

## **Definitions**

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

## **Roles and responsibilities**

- The Governing Body

The governing body has overall responsibility for approving the charges and remissions policy, but will delegate this to the Resources Sub Committee of the governing body.

- The Headteacher/SBM

The headteacher and the School Business Manager are responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

- Staff

Our staff are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

- Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **Remissions**

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or at reduced charge to parents in particular circumstances.

The school will consider the remission of charges to parents or carers who receive the following support payments:

- Income Support

- Income based Job-seekers Allowance
- Child Tax Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of Pension Credit
- Income related Employment and Support Allowance
- Universal Credit

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### **Where charges cannot be made by the school**

- Education provided during school hours (including the supply of any materials, books instruments or other equipment)
- Education provided outside school hours as part of the curriculum
- 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
- Education provided on any trip that takes place during school hours

### **Where charges can be made by the school**

#### **Music Tuition**

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, if 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.

#### **Residential visits during school hours**

The board and lodgings costs of residential visits deemed to take place during school time. (see **Remissions for residential visits** section)

#### **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, the school 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
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/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**

As an exception to '**Where charges cannot be made by school section of the 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: school trips, sports activities and diocesan building fund. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. Some families may not be able to afford to meet any charges that the school would ask or to make a voluntary contribution. The school will ask all families for voluntary contributions but would not exclude any children from activities if no contribution were made by these families. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. We will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- 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 trip

## Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits and other from paying for any activity/event on a discretionary basis:

- Pupil Premium funding
- Universal Credit with an annual net earned income of no more than £6876.
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
  - Working Tax Credit run-on (paid for the four weeks after you stop qualifying for Working Tax Credit)
- Child Tax Credit (with no Working Tax Credit) with an annual income of no more than £18,725

## Monitoring arrangements

The school business manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed and approved by the finance committee every four years or if and when relevant legislation changes.

## Policy Agreed by the Governing Body on 1<sup>st</sup> March 2023

**Chair of Governors:** ..... **Date:** .....

**Headteacher:** ..... **Date:** .....

**Review Date March 2024**