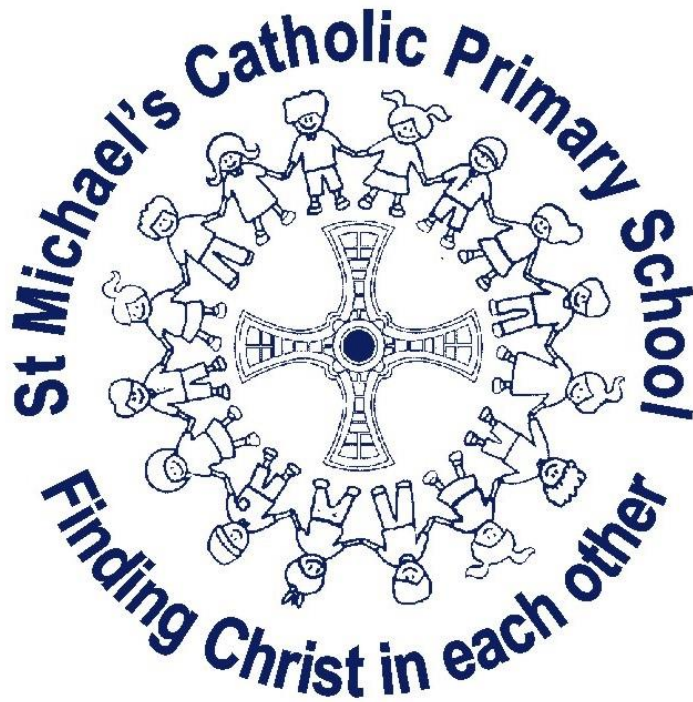


St Michael's Catholic Primary School



CHARGING & REMISSIONS POLICY

February 2023

To be reviewed February 2024

Charging and Remissions Policy

1. Aims

Our school 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

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on Charging for School Activities (May 2018)¹ and the Education Act 1996 (sections 449-462)² of which set out the law on charging for school activities in maintained schools 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 Local Governing Committee has overall responsibility for approving the Charging and Remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

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

In our school, responsibility for approving the Charging and Remissions policy lies with the Local Governing Committee.

4.2 The 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

Our 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 senior leadership team 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 the school cannot charge for**:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment – except for loss or wilful damage)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

5.2 Transport

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated.
- Transport provided in connection with an educational visit

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

Note: Please also refer to Section 7 about Voluntary contributions in relation to school trips and activities

6. Where charges can be made

Below we set out **what the school 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 below)

- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Materials/Ingredients for Design Technology where the child will bring home the finished product.

6.2 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
 - 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 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 and after-school clubs)

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 surplus following the completion of a period of 'wrap-around care' will be invested in the school for the benefit of today's pupils.

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.

6.3 Music tuition

The school 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:

School trips, sporting activities and festivals, special visitors to the school

Note: 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.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities this school charges for

The school will charge for the following activities:

Activity	How the Charge is Calculated
Breakfast Club	Based on cost of staffing (incl. on-costs); provision of breakfast; resources specific to the Breakfast Club; administration; heating/lighting/rental
Educational Visits – off-site	Based on the cost of the invoice for both the venue, activities and the coach company
Residential Visits	Based on the cost of the invoice for both the venue, activities and transport costs
School ties	Based on the cost supplied
Lost or Damaged Equipment	Based on replacement cost
School dinners	Based on published charge
After-school clubs	Based on cost of staffing (incl. on-costs); resources specific to the After School Club; administration; heating/lighting/rental

The school may charge for the following:

Activity	How the Charge is Calculated
Theatre Groups, Education Groups and Guest Speakers to the school	Calculated based on cost of invoice.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

9.1 Remissions for Residential Visits

Parents/carers who have made a successful application for Free School Meals (FSM) via Durham County Council's check process will be exempt from paying the cost of board and lodging for residential visits. The current criteria for a FSM application are:

- Universal credit with an earnings threshold that does not exceed £7,400
- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income, as assessed by HMRC, that does not exceed £16,190
- Guaranteed Element of State Pension Credit
- Where a parent is entitled to Working Tax Credit run-on (the payment someone receives for a further 4 weeks after they stop qualifying for Working Tax Credit)
- Support under part VI of the Immigration and Asylum Act 1999

(If you are in receipt of any of the above, please speak to the School office to find out more about applying for free school meals)

9.2 Other remissions available

The following remissions are also available to those in receipt of benefits related free school meals:

Activity/Item	Charge
Breakfast & After School Clubs	Half the cost
Educational Visits	Half the cost
Other activities/experiences not covered above	Half the cost
Uniform supply	Free of charge – good quality second hand uniform will be obtained where possible

9.3 Remissions in other financial hardship situations

Where a family are not in receipt of benefits related free school meals but are experiencing financial hardship, the school may be able to help with some charges. This will be at the discretion of the school/governing body and will be assessed on a case by case basis.

10. Monitoring arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher/School Business Manager annually.

At every review, the policy will be approved by the Local Governing Committee.

Further information

Detailed information about charging and remissions in schools is available in the documents below:

¹Charging for School Activities (May 2018)

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

²Education Act 1996

<https://www.legislation.gov.uk/ukpga/2011/21/contents/enacted>

