

St John's Catholic Infant School

Charging and Remissions Policy



"Loving, Learning and Laughter Together with God"

Article 3: "The best interests of the child must be top priority in all actions concerning children"

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](#) and [the Education Act 1996](#), sections 449-462 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 governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to headteacher along with the finance & personnel 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)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent
- Entry for a prescribed public examination if the child has been prepared for it at the school
- Examination re-sit(s) if the child is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered children to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered children to other premises where the governing body or local authority has arranged for children to be educated
- Transport that enables a child to meet an examination requirement when he or she has been prepared for that examination at the school

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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying children on a residential visit

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

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
 - 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 child has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the child 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 child on a residential visit
- Extended day services offered to children (such as breakfast clubs, after-school clubs, tea and supervised home learning 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 children will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of children participating.

Any charge will not include an element of subsidy for any other children 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 children who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of children, provided that the tuition is provided at the request of the child'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 child 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.

- visits to places related to curriculum study e.g. the Zoo, Farm, museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

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:

- ❖ The school is sometimes able to secure the services of qualified sports coaches e.g. football, gymnastics, dance, Judo. It is necessary for the school to make a charge for this service and so children attending these sessions may be asked to contribute financially toward the cost of the coaching session. These charges are set by the coaching company.
- ❖ During the year there may be other short courses held after school e.g. science clubs, languages. The organisers of these clubs make a charge for the duration of the course.
- ❖ St John's Extended School Club provides breakfast and after school club provision. As this is a nonprofit making limited company the costs are calculated to ensure they cover staffing costs and resources.
- ❖ St John's Catholic Preschool provides sessional and full time provisions for preschool children. As this is a nonprofit limited company charges are based on staffing costs and resources.

For regular activities, the charges for each activity will be determined by the governing body and reviewed each year in the summer term. Parents will be informed of the charges for the coming year in September of each year.

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 board and will depend on the activity in question.

9.1 Remissions for school trips/visits

Parents who can prove they are in receipt of the following benefits or are entitled to Free School Meals (pupil premium) will be exempt from paying the cost of school visits/trips:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the Finance and Personnel Committee annually in the Autumn Term.

The governing body have wider responsibilities under the Equalities Act 2010 and will ensure that all our school policies take account of the nine protected characteristics. We strive to do the best for all of the children and staff irrespective of age, disability, educational needs, race, nationality, ethnic or national origin, pregnancy, maternity, sex, gender reassignment, religion/belief, marriage/civil partnership or sexual orientation or whether they are looked after children.

We have carefully considered and analysed the impact of our policies on equality and the possible implications for pupils with these protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Agreed by Governors on: 10 th November 2016 (Min No 10/16)	Reviewed on: 2nd November (Min no: 26/23) 3 rd November (Min No: 26/22) 11 th November 2021 (Min No:26/21)	12 th November 2020 (Min No: 19/20) 7 th November 2019 (Min No: 28/19) 8 th November 2018 (Min No: 28/18) 9 th November 2017 (Min No: 10/17)
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