

# Charging and Remissions Policy



## **CORPUS CHRISTI CATHOLIC PRIMARY SCHOOL**

ONE BODY, MANY PARTS



Written	November 2020		
Approved by	Resources Committee 12th November 2020		
Ratified	Full Governing Body	Meeting Date	17th December 2020
Review Cycle	Annually		
Next review	Autumn 2021		

## INTRODUCTION

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging and is reviewed on an annual basis by the school Governing Body's Finance Committee.

### 1. Aims

At Corpus Christi Catholic Primary School we recognise the value of providing a wide range of experiences to enrich and enhance pupils' learning and to contribute towards their personal development.

Therefore the aims of this policy are 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 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 board

The governing board 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.

Responsibility for approving the charging and remissions policy and monitoring the implementation of this policy has been delegated to the Resources Committee.

## 4.2 Headteachers

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

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.

## 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 is set out what we **cannot** charge for:

### 5.1 Education

- Admissions applications
- Education provided during school hours. This includes the supply of any materials, books, instruments, 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 pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

### 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 board or local authority has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- 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
  - 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 pupils on a residential visit

## 6. Where charges can be made

Below is set out what we **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 section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

### 6.2 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

- 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 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 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.

### **6.3 Music tuition**

Schools 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

## 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:

- Enhancement activities such as school trips/visits,
- Buildings (10% levy for Diocesan Building Fund Voluntary Contribution Scheme)
- Events
- Charitable fundraising

**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 we charge for

The school will charge for the following activities:

Activity	How the Charge is Calculated
Breakfast Club	Calculated based on cost of <ul style="list-style-type: none"><li>- staffing</li><li>- provision of breakfast</li><li>- resources specific to the Breakfast Club</li></ul> Parents will be informed of the charges for the coming year in July each year.
Educational Visits – offsite	Calculated based on the cost of the invoice including transport
Residential Visits	Calculated based on the cost of the invoice including transport
Book bags	Calculated based on the cost
Lost or damaged reading books	£5 per lost or damaged book. In the case of a lost book, this will be reimbursed if the book is found.

School dinners provided by Catering Leeds	The Governing Body will determine the price to be charged for school meals based on the charge to Catering Leeds. Parents/carers will be informed of the charges for the coming year in July each year.
Milk	Once a child turns five, parents/carers are able to pay a subsidised rate half termly for their child to continue to receive milk. Parents/carers will be informed of the charges for the coming year in July each year.
Wilful Damage to the property or equipment	Calculated based on the cost of the replacement or repair.

## 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.

To request assistance, parents should contact the Head Teacher.

### 9.1 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. The list of benefits to which this applies can be found here <https://www.gov.uk/apply-free-school-meals>.

Universal credit in prescribed circumstances

- Income Support
- Income Based Jobseekers Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (providing that Working Tax Credit is not also received and have an income of no more than £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit if the application was made on or after 1 April 2018, the household's income must be less than £7,400 per year (after tax and not including any benefits)

Apply for Free School Meals - <https://www.gov.uk/apply-free-school-meals>

## **10. Monitoring arrangements**

The Finance Admin Assistant monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the Governing Body annually. At every review, the policy will be approved by the Governing Body.

## **11. Debt Recovery**

Monies should be paid in advance using the online payment system. If debts exceed more than two weeks charges the debt will be referred to the Governing Body. Before reaching this level, two reminders are sent via text to the parent and on the third reminder the debt is referred to the Governing Body.

Further sources of information: Charging for School Activities (May 2018)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

