**Charging and Remissions Policy**

 ****

|  |  |
| --- | --- |
| Written: | October 2019 based on DFE Guidance May 2018 |
| Approved by: | Resources Committee 21st November 2019 |
| Ratified: | Full Governing Body | Meeting Date | 12th December 2019 |
| Review Cycle: | Annually |
| Next review: | Autumn 2020 |

**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.

**Aims and Objectives:**

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:

* Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/guardians.
* Clarify how charges will be determined, so parents and guardians understand why requests for payment are sometimes made for some activities.

**Activities without charge:**

There will be no charge for the following activities:

* Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
* Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
* Instrumental and vocal music tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
* Instrumental and vocal tuition for children in care.
* Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

**Voluntary contributions:**

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/guardians to contribute to the cost of the trip.

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

* Any children of parents who do not wish to contribute will not be treated any differently.
* Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

All requests to parents for voluntary contributions are voluntary and there is no obligation to make any contribution.

**Chargeable activities:**

The school may recover the full costs of the following activities but charges will not exceed

actual cost:

* any materials, books, instruments, or equipment, where the child’s parent wishes

him/her to own them

* optional extras (see below);
* music and vocal tuition, in limited circumstances
* certain early years provision The Education (Charges for Early Years Provision) Regulations 2012
* community facilities. (see S27 Education Act 2002)

**Optional Extras:**

Charges may be made for some activities that are known as ‘optional extras’. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

• education provided outside of school time that is not:

- a) part of the national curriculum;

- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

- c) part of 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 have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and

• 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

**Music Tuition:**

Although the law states that, in general, all education provided during school hours must

be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in

which charges can be made for tuition in playing a musical instrument, including vocal

tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually,

or to groups of any size, 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

who provide the tuition.

**Remissions Policy:**

The governing body may decide that charges for ‘chargeable activities’ may be fully or partially remitted those children whose parents are in receipt of certain benefits listed on

 <https://www.gov.uk/apply-free-school-meals>

Details of any remission arrangements will be made clear when parents/carers are informed of charges for individual activities.

Parents who can prove they are in receipt of certain benefits will be exempt from paying

the cost of board and lodging. The list of benefits to which this applies can be found here

<https://www.gov.uk/apply-free-school-meals>.