



**CORPUS CHRISTI**  
**CATHOLIC SCHOOL**

# Charging & Remissions Policy

September 2020

**MISSION STATEMENT**

Corpus Christi Catholic School is a welcoming, vibrant and diverse community with the Christian values of respect, equality and love for all at its core.

We aim to nurture, motivate, educate and to inspire all children to become lifelong learners and to achieve the best that they can.

Following the example of Jesus, we uphold our school motto:  
To Learn, To Live, To Love.

Discere Vivere Amare



**CORPUS CHRISTI  
CATHOLIC SCHOOL**

**POLICY STATEMENT:****Charges, Voluntary Contributions, Remissions and Refunds**

<b>Date</b>	<b>Review Date</b>	<b>Coordinator</b>	<b>Nominated Governor</b>
<b>2/11/2020</b>		<b>Sandra Ruiz</b>	

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Reform Act 1988
- Education (Prescribed Public Examinations) Regulations 1989
- Education (Pupils' Attendance Records) Regulations 1991
- Education Act 1996
- Education (School Sessions, Charges and Permissions Policies) (Information) (England) Regulations 1999
- Education Act 2002
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- Education and Inspections Act 2006
- Charges for Music Tuition (England) Regulations 2007
- School Information (England) Regulations 2008
- Equality Act 2010

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that under the Education Reform Act 1988 and the Education Act 2002 that no charge can be made for education in school hours and that every child has the right to receive free school education.

We recognise that all activities offered during normal teaching time must be made available to all children regardless of their parents' ability or willingness to help meet the cost.

We recognise the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences, can make towards pupils personal and social education.

It is our intention to promote and provide such activities both as part of a broad and balanced curriculum and as additional activities. Therefore, any activity which takes place mainly during school hours or is an essential part of the curriculum will be provided free of charge.

We are aware that we are able to ask for voluntary contributions from parents when organising educational visits which will enrich the curriculum and the educational experiences of children. Under no circumstances will we pressurise parents when we make a request for voluntary contributions.

We will refund in full all contributions if an activity has had to be cancelled and if a child is absent due to illness.

We will inform parents on low incomes and in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part V1 of the Immigration and Asylum Act 1999, Child Tax Credit, the guaranteed element of State Pension Credit of the support available to them when we ask for contributions towards the cost of school visits.

At different times the school may initiate Crowd funding initiatives to meet needs as they arise during the current pandemic, these initiatives will be widely publicised to encourage take up but will not be pursued on an individual basis. Monies raised in this way will be used for the benefit of the pupils and their families.

We understand that 'crowd funding is the practice of funding a project or venture by raising small amounts of money from a large number of people, typically via the Internet. Crowd funding is a form of crowd sourcing and alternative finance'.

Crowd funding is a new fundraising venture for us and we are hopeful that it will be a major success in raising much needed extra funds for the benefits of our pupils.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

### **Aim**

- To outline what the school can and cannot charge for.
- To outline the school policy for voluntary contributions and remissions.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

### **Responsibility for the Policy and Procedure**

#### **Role of the Governing Body**

The Governing Body has:

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
  - determining this policy with the Governing Body;
  - discussing improvements to this policy during the school year;
  - organising surveys to gauge the thoughts of all pupils;
  - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
  - visit the school regularly;
  - work closely with the Headteacher and the coordinator;
  - ensure this policy and other linked policies are up to date;
  - ensure that everyone connected with the school is aware of this policy;
  - attend training related to this policy;
  - report to the Governing Body every term;
  - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

#### **Role of the Headteacher**

The Headteacher will:

- work in conjunction with the Senior Leadership Team to ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure risk assessments are:
  - 
  - in place and cover all aspects of this policy;
  - accurate and suitable;
  - reviewed annually;
  - easily available for all school personnel.
- work closely with the link governor and coordinator;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Governing Body on the success and development of this policy

### **Role of Parents/Carers**

Parents must be made fully aware what the school or local authority can or cannot charge for.

### **Conditions when charges can and cannot be made**

Parents must be fully aware that the school

- cannot charge for:
  - an admission application to any state funded school;
  - education provided during school hours;
  - the supply of materials, books, instruments or other equipment;
  - education provided outside school hours if it is part of the national curriculum;
  - instrumental or vocal tuition if it is part of the national curriculum or 'is provided
  - under the first access to the KS2 Instrumental and Vocal Tuition Programme';
  - entry for a prescribed public examination;
  - examination re-sit;
  - transport in connection with an educational visit;
  - transporting pupils to and from the school premises when it is the statutory obligation of the local authority;
  - transporting pupils to other premises to be educated where the governing body or local authority has arranged this;
  - transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school.
- can charge for:
  - any materials, books, instruments, or equipment if a child's parents wish him/her to own them;
  - vocal or instrumental tuition provided that the tuition is provided at the request of the pupil's parents;
  - option extras such as:
    - education provided outside school hours that is not:
    - part of the national curriculum;
    - part of a syllabus for a prescribed public examination;
    - part of religious education.

- o examination fees if the pupil has not been prepared for the examination at the school;
  - o residential board and lodging fees for an educational visit;
  - o breakfast and after-school clubs;
  - o tea and supervised homework sessions.
- (Charging for School Activities (DfE))

### **Support for Parents/Carers**

The Governing Body will:

- Support any parent/carer in paying for any activity for an individual pupil if they are experiencing financial difficulties;
- inform parents/carers that they will not be charged board and lodging fees for any residential visit if they can prove that they are on state benefits such as:
  - o Universal Credit
  - o Income Support
  - o Income Based Jobseekers Allowance,
  - o Support under part V1 of the Immigration and Asylum Act 1999
  - o Child Tax Credit
  - o The guaranteed element of State Pension Credit
- create a school fund with the assistance of the PTA that will support parent/carers who are unable to pay voluntary contributions

### **Voluntary Contributions**

We are aware that we can ask for voluntary contributions from parents/carers that will benefit the school or any school activity.

### **Educational Trips**

When organising school day trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make one annual contribution towards the cost of the trips to be carried out that year. The contribution is voluntary and only covers a small percentage of the actual cost of the trips and experiences provided for the children. If we do not receive sufficient voluntary contributions, we may cancel or limit the number of trips. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

visits to museums, galleries and exhibitions

outdoor adventure activities

visits to the theatre

musical events

cinema visits

historic walks

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. On each occasion the school pays additional costs in order to support the visits. Free school meal children will be covered by the Pupil Premium. Information on how the trips are funded can be provided on request.

### **Residential Trips**

Residential trips in years 4, 5, and 6, Year 6 leavers' activities and theatre trips attract an additional contribution that is activity specific. The subsidised cost of each of these will be published at the start of the year, and enabled on ParentPay, allowing parents to make small regular contributions over a longer period of time. The full cost will also be visible so that parents who are able to pay any amount up to the full cost will be able to do so.

For residential trips, the contribution will part cover the costs of board and lodging on residential visits; the published amount is already subsidised by the school. These trips are a valuable and enriching experience, therefore the school invests in subsidising these trips, in addition Pupil Premium children receive additional subsidies for these residential trips in order to make them accessible to all.

Parents who feel they are unable to make full payment, should make a request in writing to the headteachers for a concession consideration. Where no application has been made directly to the headteachers, parents will be expected to pay the full amount.

The school has to book places well in advance in order to secure the best deals, these bookings are made on pupil numbers. If a parent does not wish to send their child, they must inform the heads in writing by the October half term of the academic year in which the trip will take place. Failure to do so will mean that they will be liable for the full amount whether or not the child goes on the trip.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this.

The school offers a large range of individual/paired music tuition, which is not part of the National Curriculum. There is a music charge every half term for these lessons and these are payable within the first week of each half term.

The school provide recorder tuition in Year 2, Band in Year 3 and 4 and Choir practices in the Upper Juniors, there is no charge for these activities.

Those continuing with band in year 5 and 6 (and Y4 in 2014) will be required to continue with individual lessons in their chosen instrument for which there is a charge. There is no charge for band in Years 4, 5 and 6.

### **After School Care & Activities**

The Academy provides a wide range of after school, extra-curricular activities for the benefit of the children. These fall into two categories;

The Breakfast Club and After School Care Club: provide wraparound care for children from 7.30am until 6.00pm in a fun and safe environment for children. The children receive a healthy breakfast in the morning and a healthy snack in the late afternoon and have access to the Computer Suite, organised games, toys and craft activities. The Extended School Care can be accessed either by a firm agreement on set days, which are chargeable whether or not the child uses the service. You can also book on the day, however day ad hoc places are very limited. There is a daily charge for the service.

After School activities cover a range of practical, artistic and sporting clubs. These clubs can be applied for on a termly basis. There is a termly charge for this and spaces are limited dependant on the activity.

### **Other Charges**

Dinner money, is chargeable on a daily basis for those children in Nursery and from Year 3 to Year 6. Children in Reception and Years 1 and 2 have their dinners paid for by the Department for Education. Dinner charges are published at the start of the year, providing parents with a breakdown of the daily, weekly, termly and half-termly costs.

Nursery provision is free for the first 15 hours, thereafter sessions are chargeable on a per-session basis. The sessions need to be applied for, and granted sessions are subject to an agreement including payment in advance.

The School will charge an administrative fee for certification of passports and driving licences and other administrative tasks not directly linked to Academy business.

### **Remissions**

We will remit any charge wholly or partly if any activity takes place:

- mostly within school hours or;
- partly within and partly outside school hours



Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will consider the remission of full or part of the costs of;

- Any residential activity that is organised for the student and which takes place within school time.
- Educational Trips
- The costs of individual instrumental music tuition will also be remitted in cases where the child is making consistent good progress and is classed as gifted in this area.

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases.

The Governing Body invites parents to apply in writing, in the strictest confidence, for the remission of charges in part or in full. The Headteacher will authorise any remission in consultation with the School Business Manager. These will be notified on a termly basis to the Resources Committee.

### **Insurance**

Any insurance costs will be included in charges made for trips or activities.

### **Voluntary contributions**

Nothing in this policy statement precludes the Governing Board from inviting parents to make voluntary contributions. The Governing Board should make clear that such contributions are voluntary and that children of parents who do not contribute will not be discriminated against, and that if insufficient contributions are received the trip may be cancelled.

### **Monitoring, Evaluation and Review**

The Governing Body will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout the Academy.

When organising school day trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to make one annual contribution towards the cost of the trips to be carried out that year. The contribution is voluntary and only covers a small percentage of the actual cost of the trips and experiences provided for the children. If we do not receive sufficient voluntary contributions, we may cancel or limit the number of trips. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

We will inform parent/carers:

- if planned activities depend on voluntary contributions for part or all of the cost;
- that there is no obligation on them to make voluntary contributions;

- that an educational visit or activity will be cancelled if sufficient costs are not raised via voluntary contributions;
- that no pupil will be excluded from an educational visit or activity if a parent/carer is unwilling or unable to pay;
- that a school fund created by the parents association will assist those parents who are unable to pay voluntary contributions.

### **Refunds**

Refunds will be given if:

- a child is absent due to prolonged illness;
- an educational visit / school event has been cancelled;
- contributions to an activity exceed the total cost, that is if the excess amount is over £1 per child

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;

### **Training**

All school personnel:

- have equal chances of training, career development and promotion
- receive training on this policy on induction which specifically covers:
  - Organising an educational visit / school event
  - Budgeting and Financial Planning
  - School Fund
  - Parent Teacher Association
  - Equal opportunities
  - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Implementation and Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

**Linked Policies**

- Budgeting and Financial Planning
- Parent Teacher Association
- School Fund

**Headteacher:****Date:****Chair of Governing  
Body:****Date:****Confirmation of policy:****Corpus Christi School**

Subject Lead:

Link Governor:

Date to be reviewed: September 2021