

St Bernadette's Catholic Primary School

# Charges & Remissions Policy



“Doing our best for God”

## INTRODUCTION

St Bernadette's Catholic Primary School is committed to the principle of free education and recognises the valuable contribution that a wide range of activities, including school visits, residential experiences and clubs, can make towards all aspects of pupils'/students' education. Whilst wishing to promote and provide as broad a range of such activities as possible for the benefit of all pupils/students, the Governors reserves the right to make a charge or request a voluntary contribution for certain activities organised by the school from time to time.

We believe that all our pupils/students should have an equal opportunity to benefit from school activities, schemes, programmes and resources available independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a wide range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils/students taking full advantage of the opportunities.

The 1996 Education Act draws a distinction between the term 'charges' which are considered to be an obligatory cost which may be levied by the school and 'voluntary contributions' which the school may request from parents.

A school may charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- equipment and materials used by a pupil/student where parents/pupils/students indicate that they wish to retain the finished article. Alternatively, parents/pupils/students may wish to provide the equipment/materials themselves;
- additional music and vocal tuition both inside and outside of school hours, for individual or small groups, which is not part of the National Curriculum or an examination syllabus. Individual or small group lessons are taught by peripatetic music teachers;
- education provided outside of school time that is:
  - a) not part of the National Curriculum or part of Religious Education syllabus;
  - b) not part of a syllabus for a prescribed public examination that the student is being prepared for at the school;Please note, out of school time includes lunch times, before or after the school day and during weekends and school holidays.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- examination entry fee(s) if students are entered for examinations and for no acceptable reason, do not sit the examinations or fail to complete the coursework;
- examination entry resit fee(s) where the request is made by the parent/student for the resit and there are no timetabled lessons within the school day aimed at preparing the student for the resit;
- transport that is not required to take the student to the school or to other premises where the local authority/directors have arranged for the pupil to be provided with education;
- board and lodging for a student on a residential visit; and

- all or part of the costs of deliberate damage to, careless breakage or loss of books or equipment owned by school as well as payment of library fines.

## **VOLUNTARY CONTRIBUTIONS**

School acknowledges the support of parents in being able to provide an extended range of activities, schemes, programmes and resources which extend, diversify and enrich the education offered to pupils/students.

Voluntary contributions may be requested by a school to assist with the costs of an activity, scheme, programme or resources. The school will give a clear indication of the average voluntary contribution required for an activity, scheme, programme or resources to go ahead or be purchased. Where a voluntary contribution is requested from parents, and insufficient funds are raised and alternative funding is not available, the school reserves the right to cancel the activity, scheme, programme or resource that was to be made available. Where an activity, scheme, programme or resources, for which voluntary contributions have been asked for, still takes place, all pupils/students will be treated in the same manner whether or not their parents have been able to make a contribution.

In some situations, there may be cases of family hardship which make it difficult for pupils/students to take part in particular activities for which a charge is made or voluntary contribution is asked for. When arranging a chargeable activity or asking for a voluntary contribution, the Headteacher will invite parents to apply in confidence for the remission of charges/voluntary contribution in part or in full.

To qualify for remission (financial help or support), parents must contact the Headteacher and if required provide proof of their income or benefit. Parents/carers in receipt of one of the following may be given remission of charges:

- Income Support;
- Income-based Jobseeker's Allowance;
- Income-related Employment and Support Allowance;
- Support under Part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of State Pension Credit;
- Child Tax Credit provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,385;
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit;
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- Children who get any of the above benefits in their own right (i.e. they get benefits payments directly, instead of through a parent or guardian).

Children who are included in any of the above groups are entitled to Free School Meals and will attract Pupil Premium Funding into the school.

In addition, remission of charges will be provided for pupil/students who are:

- Children Looked After.

Further to this, the school may provide remission of charges for parents who have more than one child at the school and seek support for either chargeable activities or voluntary contributions.

Sources of funding for remission of charges include external funding, the school's budget (including Pupil Premium to a pupil/student) and voluntary funds.

The level of support which the school can offer will be entirely at the discretion of the Headteacher.

**Signed:** *Jill Greenhalgh* (Assistant Headteacher)

**Date:** October 2020

**Review Date:** September 2022