



OUR LADY OF THE WAYSIDE CATHOLIC PRIMARY SCHOOL

CHARGING & REMISSIONS POLICY

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Our Lady of the Wayside Catholic Primary School

Charging and Remissions Policy

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Definitions.....	3
4. Roles and responsibilities	3
5. Where charges cannot be made	4
6. Where charges can be made	4
7. Voluntary contributions	5
8. Activities we charge for	6
9. Remissions	6
10. Monitoring arrangements	6

Our Lady of the Wayside Catholic Primary School

Charging and Remissions Policy

1.0 - Aims:

To identify and clarify those areas where schools may either charge or seek financial contributions from parents.

The Governing Body of Our Lady of the Wayside Catholic Primary School is sympathetic to the letter of the law as outlined below, but also wish to support the school in its policy of providing educational visits and having educational visitors into school. This is seen as vital in extending the educational provision in school.

Unfortunately, the finance received by school is not sufficient to provide for this element of education. The Governing body, therefore, have instituted a policy of requesting voluntary contributions from parents to enable such a valuable part of pupils' education to continue.

The following are the main areas of additional activities which the School attempts to provide, together with our legal and moral position regarding their funding.

2.0 – Legislation and Guidance:

This policy is based on advice from the Department of Education (DfE) on Charging for school activities - GOV.UK (www.gov.uk) and the Education Act 1996 (legislation.gov.uk), sections 449-462 of which set out the law on charging for school activities in England

3.0 – Definitions:

- **Charge:** A fee payable for specifically defined activities
- **Remission:** The cancellation of a charge which would normally be payable

4.0 – 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.

The responsibility for approving the Charging and Remissions policy has been delegated to the CORE (Finance) Committee.

Monitoring the implementation of this policy has been delegated to the Chair of the CORE Committee.

4.2 – 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

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 school 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.

5.0 – Where cannot be made:

5.1 – Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of:
 - 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 parents
- 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 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 the examination at the school
- Transport provided in connection with an education 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 pupils 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.

6.0 – Where charges can be made:

6.1 – Education

- Any materials, books, instruments or equipment, where the child's parents wish him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision – such as lunch provision not covered within the 30 hours funding
- Community facilities

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 pupils 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 trip
- 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 the 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 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 internally 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

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.

Some activities for which the school may ask parents for voluntary contributions include:

The following is a list of examples of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras':

- Visits to museums, theatres etc
- Sporting activities which require transport expenses
- Outdoor adventure activities

- Musical events
- Events in school, for example, theatre group visits

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:

- Before and after-school club and wrap around (where applicable)
- Music – individual tuition (if applicable)
- Regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will be informed of the charges in advance.

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 residential visits:

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1st April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

The governors recognise the value that extra curricula activities have for all children. If lack of finance prevents your child attending an event, organised by the school, parents are encouraged to speak in confidence with school staff to discuss the possibility of extra gratia supports. Governors will review and the school will confirm with parents if they are to receive support for trips.

10 – Monitoring arrangements

The school finance team will continue to monitor charges and remissions to ensure these comply with the policy. The policy will be reviewed on an annual basis by the CORE (Finance) Committee. The Charging and Remissions policy will be approved by the Headteacher and CORE Committee.