

Policy for

Charging and Remissions Policy 23/24



Document Control

A. Confidentiality Notice This policy document has been approved by the Governing Body of St Modwen's Catholic Primary School and is intended for internal and/or external publication. Where the document is identified for internal use the policy information may not be shared with external agencies or parents without the prior agreement of the Headteacher or authorizing committee.

B. Document Details	Classification:	Finance and Personnel Committee	
	Policy Source:	School	
	Organisation:	St Modwen's Catholic Primary School	
	Documents reference:	Policy number: STM41	
	Current Version Number:	V2 (8 pages)	
	Current Document Approved by: (Committee)	Finance & Personnel Committee/FGB	
	Date Approved:	20.7.2023	
	Statutory Policy	Yes	
	Internal/External Policy (published on website)	External – Publish on website	
	Schedule Review:	Next Review date:	Review cycle
	Summer Term 2024	Annually	

C. Version Control Document revision and Approval History	Version	Date	Version created by:	Version approved by:	Comments
	V1	July 2022	School	Finance & Personnel Committee/FGB	Inflationary increase in charges
	V2	July 2023	School	Finance & Personnel Committee/FGB	Added Document Control Front Page

D. Contents	Section	Page No
	1. Introduction	2
	2. Legal framework	2
	3. Charging for Education	3
	4. Optional Extras	3
	5. Voluntary Contributions	4
	6. Music Tuition	4
	7. Transport	4
	8. Residential Visits	4
	9. Education partly during School Hours	5-6
	10. Damaged or Lost Items	6
	11. Remissions	6
	12. Appendix A Pupil Financial Assistance School Trips Request Form	7-8

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

1. Introduction

The school is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

2. Legal framework

This policy will have consideration for, and be in compliance with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2020) 'Governors' Handbook'

3. Charging for Education

We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Certain early years provision. Parents can expect to pay for any meals offered by the provider alongside their free entitlement. Parents can also expect to pay for other consumables or additional activities offered by the provider, such as nappies or trips.
- Use of community facilities

4. Optional extras

We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
 - Part of the national curriculum.
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - Religious education.
 - Transport, other than that arranged by the LA for the pupil to be provided with education
 - Board and lodging for a pupil on a residential visit
 - Extended day services offered to pupils

When calculating the cost of optional extras, school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

School will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Voluntary contributions

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

6. Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

7. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.

8. Residential visits

We will not charge for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of

one or more of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

9. Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

Any charges for extended day services will be optional.

SCHOOL EDUCATIONAL VISITS/TRIPS

- Careful consideration is given to the cost of all trips to avoid putting some families under excessive financial pressure
- The Trip Leader, Trips and Visits Administrator and School Business Team will work closely together to ensure all trips and visits are financially viable
- Parents can apply for financial assistance by completing the Pupil Financial Assistance School Trips Request Form (Appendix A) and submitting the Headteacher for consideration.
- There are a small number of trips that are a statutory requirement for that subject and students following these courses can apply for financial assistance from the Trips and Visits budget or Pupil Premium Funds. Pupil Financial Assistance School Trips Request Form – Appendix A.

- Although parents can apply for financial assistance this could make a trip unviable and therefore liable to cancellation
- High cost trips will incur an initial non-refundable deposit of up to 25% of the total trip cost. Deposit dates will always be provided with their initial letter of information and regular reminders will be given by the Trip Leader/School Business Team.
- Trips that are likely to fall in to a deficit or have insufficient numbers will be cancelled. Oversubscribed trips will be decided on an open ballot on the closing date. Parents will in both cases, be informed immediately and where applicable reimbursed. Students unsuccessful in the ballot for a major overseas residential trip will, where possible, be given priority on that trip during the following year.
- Cover teacher costs are built in to the trip costs in line with school's Charging and Remissions Policy for more details,
- A 5% charge is added to all trips and visits to cover administrative costs
- If a trip or visit has a surplus then a refund will be given to the parents in line with the schools Charging and Remission Policy
- All payments will be made through ParentMail

10. Damaged or lost items

School may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

11. Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the school office or complete the Pupil Financial Assistance School Trips Request Form – Appendix A .



Appendix A: Pupil Financial Assistance School Trips Request Form

Pupil Financial Assistance School Trips Request Form	
School Trip Details:	
Trip/Educational Visit	
Date:	
Child Name:	
Total Cost of Trip/Educational Visit	
Reason for application for Financial Assistance (Please include the amount of Financial Assistance required)	

Criteria for school remission concessions:

School has a strong commitment to the added value of learning outside the classroom, some of which takes place beyond the statutory school day and beyond the school premises.

Each year the school will arrange a number of educational visits and activities that take place off the school site and/or out of school hours, which support the aims of the school.

To support this, the school may be able to offer a limited amount of financial support for students on:

- **Free School Meals**
- **Children in local authority care or adopted from local authority care (LAC)**
- **Families in receipt of the following benefits:**
 - 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
 - Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Headteacher decision	Approved		Not Approved	
Headteacher signature				
Reason for Non-approval				
Date:				

School reserves the right to determine the amount of concession granted which will be decided by the Headteacher based on School Financial funding available and consideration of evidence supplied in the Pupil Financial Assistance School Trips Request