

# St Elizabeth's Catholic Primary School

## Charging and Remissions Policy



**Date of Policy- September 2022**

**Update- September 2023**

# Charging and Remissions Policy

## Legislative Context

Sections 449-462 of the Education Act of 1996

## Guidance

Section 7.5 of the Governors Handbook.

Charging for School Activities. Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018.

## Live. Love. Learn.

### 1. Overview

Our aim is to provide a wide range of additional opportunities for all our pupils in a fully inclusive manner with no pupil denied such opportunities for as long as such activities can be sustained by the school budget and resources.

At St Elizabeth's Catholic Primary School, we would aim only to make appropriate charges which enable and encourage the development of a wide range of enriching activities and uses of our facilities.

### 2. Principles

In line with the Education Act of 1996 and associated guidance.

#### No charge:

- We make no charge for National Curriculum and related activities in school time or out of school hours if required as part of the national curriculum.
- We make no charge for instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- We make no charge for 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 the re-sit(s) at the school
- As per School Admissions Code 2012 there are no requests for financial contributions as part of the admissions process.

## **The right to charge:**

We reserve the right to charge for;

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras\*
- music and vocal tuition, in limited circumstances and as requested by the parents
- certain early years provision
- community facilities

### **3. Optional Extras**

- education provided outside of school time that is not: a) part of the national curriculum;
- 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)

### **4. Voluntary Contributions**

- We may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibited by cost. No child is excluded from any such activity on the basis of non-contribution
- Support is available towards part or all the cost of activity where there are financial difficulties or the family is in receipt of Income Support or Family Credit
- We may charge where it enables an increase in, or enriches, non-statutory extra curricula provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach

### **5. 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.

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.

## **Music instrumental teaching**

Specialist teaching in class will be provided free of charge.

The cost of instrumental or singing lessons outside class time to individuals or small groups may be met by a charge to parents at the discretion of the school as outlined above at the request of the parent. Charges would set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument.

## **6. Extra -curricular clubs**

A charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing as needed.

## **7. Transport**

The school will **not** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## **8. Residential visits**

The school 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, or 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 those teachers who are absent from school accompanying pupils on a residential visit.

## **The school reserves the right to charge for:**

- board and lodging and the charge must not exceed the actual cost.

When the school informs parents about a forthcoming visit, we shall make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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)

## **9 Education partly during school hours**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **10 Key Responsibilities:**

### **The Governing Body**

- Will review and amend the charging and remissions policy as appropriate
- The policy will be reviewed annually

## **Head Teacher**

- Will be responsible for drafting proposals for charges
- Will provide reports for the Finance Committee

## **School Business Manager**

- Will provide effective financial administration enabling efficient budget management by the head teacher

## **Users**

- Will abide by the terms and conditions of the booking and hiring contract

## **11. Procedures**

### **1. Off - site extra -curricular activities**

A voluntary contribution not exceeding the actual cost may be requested as outlined above. Where insufficient voluntary contributions are received this may result in the visit being cancelled.

### **2. On site activities Curriculum Enriching Activities**

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

## **12 Remissions**

The school reserves the right to propose to remit (wholly or partly) any charge otherwise payable to them in accordance with the charging policy.

This may take account of information regarding benefits received by parents as outlined in Section 8 of this policy

## **13. Monitoring and review**

The policy and associated procedures will be monitored termly by the school's business manager in consultation with the head teacher.

As noted above the policy will be reviewed annually by the appropriate Governors' committee and a report provided for the Governing Body.

The policy is subject to in year review in the light of any changes in legislation and/or guidance.