



Part of Bishop Wilkinson Catholic
Education Trust

St Mary's Catholic Primary School: Charging and Remissions Policy



Excellence, inspired by Gospel values

Headteacher: Mrs Michelle Ross

Chair of Governors: Mrs Michelle Dale

Date: October 2023

Date for Review: October 2025

Charging and Remissions Policy

Introduction

All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum, with the exception of some individual or small-group music tuition.

School Charging

The school cannot charge for:

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided 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.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition provided is at the request of the pupil's parent.
- Entry for a prescribed public examination of the pupil has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

The school can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them.
- Optional extras (see below).
- Music and vocal tuition, in limited circumstances (see Music Tuition)
- Certain early years provision
- Community facilities

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- Education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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/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).
- In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. 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.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

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. Sometimes the school pays additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

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

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Visits to or by a theatre company;
- School trips abroad;
- Musical events.

Residential Visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses. However, we do suggest a charge to cover the costs of board and lodging, although parents and carers who receive state benefits may be exempt from this charge. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge however for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons, but children entitled to Free School Meals or Pupil Premium are exempt from payment. We give parents and carers information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 1. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

Remission of Charges

When a school informs parents about a forthcoming visit, they should 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:

- Universal Credit in prescribed circumstances.
- Income Support (IS).
- Income Based Jobseekers Allowance (IBJSA).
- 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) does not exceed £16,190 (financial year 2013/14).
- The guarantee element of State Pension Credit.
- An income related employment and support allowance that was introduced on 27 October 2008.

Wrap Around Provision

The school offers a Breakfast Club; there is a small charge for these sessions, but again children entitled to Free School Meals or Pupil Premium are exempt from payment.

This policy has been compiled in accordance with the DfE Guidance on charging for school activities.

Monitoring and Reviewing

The Charging and Remissions Policy will be reviewed every two years or earlier if necessary.

This policy was reviewed by Governors on: October 2nd 2019.

Signed:

Name: (Headteacher) Date:

Name: (Chair of Governors) Date: