



# ST ETHELBERT'S CATHOLIC PRIMARY SCHOOL AND NURSERY

## Charging and Remission Policy 2020

**Date of Review:** Feb 2020  
**Date of Next Review:**

# Charging and Remission Policy

## 1. Introduction and summary

- At St Ethelbert's Catholic Primary School and Nursery we believe the children benefit from outside visits, journeys, visitors and extra-curricular activities in sport and the creative arts.
- The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Academy Committee will review the policy annually.
- We follow government regulations on charging and take account of any changes in government advice/guidance. When an event takes place during school time, we ask families of children benefiting to share the cost. Legally, we are requesting voluntary contributions, but if we do not receive enough to cover the cost, plans may be cancelled.
- Except in the case of board and lodging, no charge can be made where an activity takes place wholly or mainly during school hours and is provided as a required part of:
  - A syllabus for a prescribed public examination
  - The National Curriculum
  - A syllabus in Religious Education
  - The school day is from 8:50am to 3:20pm.
- The school may charge for:
  - Any materials, instruments or equipment which the child's parent wishes him or her to own
  - Music and vocal tuition (either individually or as part of a group) where the tuition has been requested by the parents
  - Optional extras. Optional extras are:
    - Education provided outside of school time that is not
      - Part of the national curriculum
      - part of the curriculum for a prescribed test/exam
      - part of religious education
    - 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 this pupil to be provided with education)
    - board and lodging for a pupil on a residential trip
    - extended days services (e.g. breakfast club, after school club, supervised homework sessions)
  - In calculating the costs 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
    - the cost, or an appropriate proportion of costs for teaching staff employed to provide tuition in play a musical instrument or vocal tuition, where the tuition is an optional extra
- Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not include an element of subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

## **2. Voluntary contributions for activities for which charging is not possible**

- For those activities which charges cannot be made (refer to above), parents will be invited in writing to make voluntary contributions. This is to enable the school to offer the widest range of activities to enhance and support the curriculum for the benefit of all children.
- No child is barred from attending because his/her parents have not contributed. Any request for contributions from parents will state clearly that these are totally voluntary and parents are under no obligation to contribute. When voluntary contributions are requested, these will be in writing and will clearly state that every child will be able to take part in an activity or trip, whether or not their parents have made a voluntary contribution.
- Parents will also be informed that if a sufficient amount of voluntary contributions is not received the planned activity may not be able to go ahead for any pupils because of the costs which would have to be met from school funds.

## **3. Remission of Charges**

- The Academy Committee wishes to ensure that all pupils have equal access to additional activities and opportunities (e.g. trips/visits) offered by the school. No child will be excluded from a trip/visit because their parents have not or are unable to make a financial contribution.
- Families entitled to the benefits listed in section 5 or those that the Headteacher determines are experiencing financial hardship are eligible to receive financial assistance when being asked for contributions towards the cost of school visits. We keep such information confidential and handle all situations discretely and sensitively.
- The most recent guidance on what is defined as an eligible benefit can be found on the Department for Education website under "Charging for School Activities Guidance".
- The cost of remissions may not be recovered by levying an additional charge on the parents of the other pupils taking part.

## **4. Optional Extras**

- The Governing Body may make a charge for some activities that are known as optional extras. Where an optional extra is being provided, a charge can also be made for providing materials, books, instruments or equipment.
- Optional extras are:
  - An activity provided outside of school time (e.g. an after school club) that is not:
    - Part of the national curriculum
    - Part of a syllabus for a public examination
    - Part of religious education
  - Board and lodging for a pupil on a residential trip (please see below).
  - Music or vocal tuition (as an individual or group) where the tuition has been requested by the parents

## **5. Residential Trips**

- In Key Stage 2, the school may offer residential trips. Participation is an optional extra and will be on the basis of parental choice and a willingness to meet the charges that are made. The Academy Committee will determine whether or not a charge is to be made.
- Government regulations allow us to charge the cost of board and lodging for children, except for those families eligible for benefits.

- The school will inform parents of any forthcoming residential visits and make it clear that those 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 guarantee of State Pension Credit
  - Child Tax Credit provided that working Tax Credit is not also received, or the family's income as assessed by HM Customs and Revenue does not exceed £16,190
  - Universal Credit – if you applied on or after 1 April 2018 and your family's income is less than £7,400 a year (after tax and not including any benefits you get)

**6. Payment**

- All payments for breakfast club, lunches and school trips are made online making payments more convenient for parents.

**7. Malicious Damage**

- Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

**8. Queries**

- If you have a query about a charge, members of the office staff are available between 8.30 a.m. and 3.30 p.m. to answer queries.