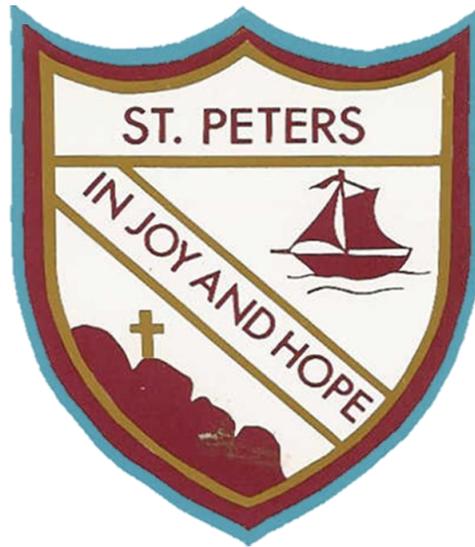


# St Peter's Catholic Primary School



## Charging & Remissions Policy

Agreed by Governors: September 2021

Chair of Governors Signature \_\_\_\_\_

## 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.

### **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 Peter'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.

The Governing Body endorses the policy of Wirral Local Authority with respect to charging for school activities.

### **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;

## **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 and Preschool provision and lunches
- community facilities

## **Optional Extras**

- education provided outside of school time that is not: a) part of the national curriculum;
- 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)
- Parents may be asked for payment towards the cost of repairing or replacing any part of the fabric of the school or item of school property, which has been damaged or lost as a result of their child's behavior.

## **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 curricular provision at any time
- We support the development of all community groups use of school facilities through a flexible charging approach

## 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.

### 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:

- flights, 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:

- Universal Credit in prescribed circumstances;<sup>6</sup>
- 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.

(The above is in line with the most recent DFE Guidance and is subject to change as Benefits may change)

## **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

### **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 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 be set on an annual basis and paid termly in advance. Parents will be expected to hire or buy their child's own instrument.

### **Extra curricular clubs**

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

### **Costs to Staff**

The school will cover the cost of rented or replaced equipment or clothing for staff which is essential for the activities on a school visit or residential trip.

### **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.