



St Mary's R.C. High School

PER MARIAM

CHARGING AND REMISSIONS POLICY

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CHARGING AND REMISSIONS POLICY

1. Aims

St Mary's RC High School aims to have robust, clear processes in place for charging and remissions; which clearly set out the types of activity that can be charged for and when charges will be made.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. It is also based on the guidance from the DfE on statutory policies for schools and academy trusts.

3. Definitions

- **Charge:** a fee payable for specifically defined activities;
- **Remission:** the cancellation of a charge which would normally be payable.

4. Roles and responsibilities

4.1 Governing body

The governing body has overall responsibility for approving the charging and remissions policy, but has delegated this to the headteacher. The governing body also has responsibility for monitoring the implementation of this policy but has delegated this to the headteacher.

4.2 Headteacher

The headteacher is responsible for ensuring that school staff are familiar with the charging and remissions policy and that it is being applied consistently.

4.3 School staff

School staff are responsible for implementing the charging and remissions policy consistently and notifying the Business Manager of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

4.4 Parents

Parents are asked to notify the Business Manager of any concerns or queries they may have regarding the charging and remissions policy.

5. Where charges cannot be made

Below is listed the occasions and items that we cannot charge for.

5.1 Education

- Admission applications;
- 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;

- A syllabus for a prescribed public examination for which the pupil is being prepared at the school;
- Religious education;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- Entry for a prescribed public examination if the pupil has been prepared for it at the school;
- Examination resits if the pupil is being prepared for them at the school.

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local 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 pupils to meet an examination requirement when he or she has been prepared for that examination by the school;
- Transport provided in connection with an educational visit.

5.3 Residential visits

- 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;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - Religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

6. Where changes can be made

Below is listed the occasions or items that we can charge for.

6.1 Education

- Any materials, books, instruments or equipment, where the pupil's parent wishes him or her to own them;
- Optional extras (see para 6.2);
- Music and vocal tuition, in limited circumstances (see para 6.3);
- Community facilities;
- Examination resits if the pupil is being prepared for the resits at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

6.2 Optional extras

The school is able to charge for activities known as optional extras. In these cases, the school can charge for providing materials, books, instruments or equipment where the child's parent/carer wishes the child to own them. The following are optional extras:

- Education provided outside school time that is not part of:
 - The national curriculum;

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- Religious education;
- Examination entry fees if the registered pupil has not been prepared for the examination at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing body has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions);

When calculating the cost of optional extras, an amount will 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 (including supply teachers engaged specifically to provide the optional extra);
- The cost, or 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 will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

The school can charge for vocal or musical tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges will not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum;
- For a pupil who is looked after by the local authority.

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual costs.

7. Voluntary contributions

As an exception to point 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include certain school trips and sports activities. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unable or unwilling to pay.

If the school is unable to raise enough funds for the activity or a visit, then it will not take place.

8. Activities we charge for

For regular activities, the charges for each activity will be determined by the business manager in conjunction with the headteacher and reviewed in September each year. Parents will be informed of the charges for the coming year in September.

9. Remissions

In some circumstances the school will not charge for items and activities set out in points 6 and 8 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove that they are in receipt of any of the following benefits will be exempt from paying the cost of board or lodging for residential visits: note: some can no longer be claimed and have been replaced by universal credit.

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190;
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit);
- Universal credit (if the application was made on or after 1 April 2018, and the family's income must be less than £7,400 per year after tax and not including any benefits);

10. Financial assistance fund

The school is able to provide limited financial support from school private funds towards the cost of home to school transport, books, equipment or materials required for school, school uniform, or educational trips or visits for pupils who would otherwise be required to pay for these items. Parents or guardians can apply for assistance towards the cost of these items using the form at appendix 1.

Applications for assistance for less than £50 will be dealt with by the assistant bursar, while applications for between £50 and the upper limit as stated in appendix 2 will be dealt with by the business manager in conjunction with the assistant headteacher (Pastoral).



APPENDIX 1

Application form for support from the financial assistance fund

Name of Parent/Guardian			
Name of Student		Year Group	
Home Address			
Contact Tel No.			
Contact Email Address			

Please indicate for what you are applying for assistance:

	Please Tick	Total Cost of Purchase
Home-to-school transport (Please complete a home-to-school transport application form to apply for this category)		
Books		
Uniform		
Equipment Materials		
Educational Visits		
Examination re-sits		
Other (please give details)		

Note:

- Please complete one application form per student.
- The information on the application will be treated confidentially but we may need to contact you for further information.

Signature of Parent/Carer: _____ Date: _____

Please return completed forms to Assistant Bursar, email staylor@st-maryshigh.hereford.sch.uk

Office use only: **Financial Assistance Fund**

Application approved / rejected. If rejected, state reason(s) for rejection:

Letter sent to parent/carer Yes / No

Date sent: _____

Total amount claimed: _____

Copies of receipts attached: Yes/No



APPENDIX 2

Examples of support available from the financial assistance fund

Eligible Categories	Award	Paid by
Home to school transport	50% of the cost up to a maximum of £75 per term	Payment made by the school direct to the Local Authority
Equipment/materials Support for specialist equipment and materials may be required	50% of the cost up to a maximum of £100	Payment payable to parent or payment to department if items bought by the school
School Uniform Support for all school uniform required, including shoes and PE kit Note: Striped school blazer is NOT included.	50% of the cost up to a maximum of £75	Payment payable to parent or payment to department if items bought by the school
Educational Trips and Visits Support for non-curricular trips (e.g. skiing trips)	50% of the cost up to a maximum of £100	Payment payable to school department

Applications for other school-related expenses will be considered.