St Gregory's Catholic Primary School

Charging and Remission Policy

1. 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. However, we may charge for some additional extra activities.

2. Aims and Objectives

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

3. Legislation and Guidance

Maintained schools:

This policy is based on advice from the Department of Education (DfE) on Charging for school activities and Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England.

4. Definitions

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

5. Roles and Responsibilities

Headteachers will recommend the policy and procedures to the Governing Body. The Governing Body will oversee that the agreed protocol.

5.1 The Governing Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing body also has overall responsibility for monitoring the implementation of the policy.

5.2 Headteachers

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

5.3 Staff

Staff are responsible for:

- ❖ Implementing the charging and remissions policy consistently.
- ❖ Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

School will provide staff with appropriate training in relation to this policy and its implementation.

5.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

6. Where charges cannot be made

Below we set out what we cannot charge for:

6.1 Education

- Admissions 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 that the pupil is being prepared for 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 or guardian.
- 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.

6.2 Transport

- Transporting registered pupils 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 pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

6.3 Residential Visits

- Education provided on any visit that takes place during the school hours.
- Education provided on any visit that takes place outside of 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.

7. Where charges can be made

Below we set out what we can charge for:

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional Extras (see section 7.2)
- Music and vocal tuition, in limited circumstances (see section 7.3)
- Certain EYFS provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus.

7.2 Optional Extras

We can charge for activities known as 'optional extras.' In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of 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 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 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 club, after-school clubs, tea and supervised homework sessions.)

When 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 service purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the cost, 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.

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

7.4 Music Tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may 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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

7.4 Residential visits

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

8. Nursery Fees

We offer two Nursery sessions each day. These being 8:45am to 11:45am or 12:30pm to 3:30 pm. If a child is entitled to 30-hours childcare, these two sessions are still applicable and there will be a charge of £20.00 per week to cover the cost of staff supervision during lunchtime. If your child is having a school lunch, there will be additional change of £1.50 per day.

8.1 Late collection from Nursery

- Parents/carers are expected to adhere to agreed-upon collection times.
- If a child is not collected on time from Nursery, a late pick-up fee of £5 will be charged. This fee helps to cover the additional staffing required to care for children beyond the agreed collection time.
- In the event of unavoidable delays, immediate notification to the school is required to facilitate alternate arrangements.

9. Voluntary Contributions

As an exception to the requirements set out in section 6 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:

- When organising school trips or visits to enrich the curriculum and the educational experience of the children the school invites parents 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 have not paid any contribution. We do not treat these children differently from any others.

- The 1996 Education Act draws a distinction between the term `charges' which are considered to be an obligatory cost and `voluntary contributions` which are self-explanatory.
- Subsidies from various sources e.g. School Fund, St Gregory's PTS, voluntary organisations, will be considered to keep costs to a minimum.
- Whenever possible, the school will give sufficient notice to allow parent/carers to pay by instalments.
- Sometimes the school pays additional costs in order to support visits. Parents have a right to know how each trip is funded. The school will provide this information on request.
- The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:
  - visits to museums;
  - sporting activities;
  - outdoor adventure activities;
  - visits to or by a theatre company;
  - school trips;
  - musical events
  - transport

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

10. Activities we charge for

The school will charge for the following activities:

- **Archdiocese Levy**
  A charge of £10 per family is levied on the school by Liverpool Archdiocese for the Schools Building Fund. As a school we have benefitted greatly from this fund in recent years. The levy is a voluntary contribution for parents, but any shortfall must be met from the school budget as failure to pay the full amount to the Archdiocese will mean that future requests for funds for necessary building works will be jeopardised.

- **Extracurricular activities**

  The school offers a wide range of after school activities such as sports, art nutrition and young enterprise clubs. These are generally free to attend but parents may be asked for small contributions towards the cost of materials used in these clubs.

11. The school benefits from the support of a PTA.

They may organise events, which are "chargeable." However, they fully support our school community and understand that if monies are owed they would expect these to be cleared prior to commitments to future financial obligations.

12. School Meals

The cost of a school meal is determined by the Governing Body. School meals should be paid for on a Monday for that week. Monthly or half termly payment in advance is also acceptable. Any parent that falls into arrears for two weeks will be asked to provide their child with a packed lunch until the debt has been cleared.

13. Monitoring arrangements

The School Business Manager will monitor charges and remissions and ensure these comply with this policy. This policy will be reviewed and approved by the Full Governing Body on an annual basis.