

# St Edmund's Catholic Primary School

## Charging and Remissions

(no changes to 2018)



<b>Status of Policy</b>	<b>Date:</b>
Policy Revised:	Summer 2019
Agreed By Staff:	
Date Ratified By Governors:	
Date For Review:	Summer 2020

## Included Policy for Financial Management

### Appendix 9

Reviewed Summer 2019 (no changes)

#### Appendix 9: Charging and Remissions policy

The purpose of this policy is to set out the circumstances in which charging for school activities is and is not permissible, and the kind of activities for which voluntary contributions may be requested. This policy is written in accordance with section 444-462 of the Education Act 1996, and the corresponding guidance document "Charging for School Activities" (DoE 2009).

Under the terms of the 1996 act, the school cannot charge for:

- An admission application
- Education provided during school hours (including supply of materials, books etc)
- Education provided outside of school hours if it is part of the National Curriculum, or part of the syllabus for a public examination that the pupil is being prepared for, or part of religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum

The school can charge for:

- Any materials, books or equipment where the child's parents wish him/her to own them
- Optional extras: such extras would include education outside of school hours where it is not part of the National Curriculum; board and lodgings for pupils on residential trips
- Music and vocal tuition, if not excluded by the provisions of previous paragraph
- Any activity, organised by a non-school organisation, within school hours. Any such charge payable to the organisation.

The legislation described above does not prevent the Governing Body from asking for a voluntary contribution for any school activity and this is described in section 9.

#### 1. Residential visits

For residential visits, parents will be requested to contribute to the actual costs of board, lodging and transport, together with additional costs incurred for tuition/activities, staffing and outing, it will be made clear to parents that the contributions are genuinely voluntary. The school will observe the statutory requirement to remit costs (e.g. for board and lodgings) in the case of pupils whose parent meets the eligibility criteria for free school meals. In addition, parents experiencing financial difficulties (though not qualifying for FSM) could be considered for assistance from the School Fund towards costs, at the Headteacher's discretion. However, it will be made clear that the residential trip could not take place if there were insufficient voluntary contributions to support it and, in that event, may be cancelled.

#### 2. Non-residential visits

For non-residential visits and trips, parents will normally be requested to contribute on a voluntary basis to cover transport, entry fees etc. The same provisions for the remission of, assistance with, fees would apply as for residential trips. Similarly, the trips could be subject to cancellation if insufficiently supported.

3. Swimming

Swimming is provided to Year1 and Year3 in the Summer Term. Parents will be asked for a voluntary contribution to cover costs of transport and swimming tuition. Provisions for remission apply as for previous paragraphs.

4. Music Tuition

All tuition is provided by Surrey Arts and is charged directly to parents. The school is not directly involved in making these arrangement and charges.

5. Clubs

For extra-curricular activities provided by clubs run by the school (e.g. gym, netball) non charge is made for the club. Where they are provided by the external providers, charging is the responsibility of the provider and is arranged directly between the provider and the parents.

6. Requests for evaluation of pupils by independent and non-maintained schools

The school makes a charge of £30 if report requested is in addition to standard internal report.

7. Lettings

The school may let parts of its premises to other organisations. Such lettings are covered by the Lettings Policy.

8. Breakages, damage, loss of school property, equipment and books

The Governing Body delegates to the Headteacher the discretion to ask parents to pay the cost of replacing any loss or repairing any damage caused by deliberate or wilful behaviour on the part of their child.

9. Voluntary Contributions

Over and above cases specifically mentioned above , the Governors reserve the right for the school to ask for voluntary contributions to cover costs (such as travel, entrance fees, insurance and costs of staff) for any activities for which charging is not specifically precluded by legislation and DoE guidance.

In such cases, it will be made clear to parents that such contributions are voluntary and that pupils will not be treated differently to whether or not their parents made any contribution in response to the request. However, the school reserves that right to cancel any activity for which the level of contributions is insufficient to fund it.

10. Other cases

For any situations not covered above, the school will determine its approach by reference to the Charging and Remissions section of the Surry LMS Finance Manual.