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"Called to love as God loves"

ST MARY'S RC PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

Version	Date	Amended by	Recipients	Purpose
	June 2019	SLT	All Staff	Update
	March 2021	SLT	All Staff	Update

This document requires approval by governors

Name	Position	Date Approved	Version
David Crossley	Chair - Resources Committee	10/03/2021 Full Governing Body Meeting	4

Distribution

This document has been distributed to:

Name	Position	Date	Version
	All Teaching Staff	11/03/2021	4
	All Support Staff	11/03/2021	4
	Governors	11/03/2021	4
	School Website	11/03/2021	4

This Charging and Remissions Policy complies with statutory requirements, has regard to the Authority's Policy Statements on charging, and is reviewed on an annual basis by the school Governing Body's Resources Committee.

Aims and Objectives

The aims of this Policy are to:-

- Set out what the school will not charge for, what it will make a charge for or request a voluntary contribution towards, from parents/carers.
- Clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

Activities Without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum or part of a syllabus for a prescribed public examination, which the pupil is being prepared for at the school, or part of religious education.
- Instrumental tuition, which is part of the National Curriculum or the first Programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).
- Instrumental tuition for children in care.
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:-

- Any children of parents who do not wish to contribute will not be treated any differently.
- Where there are insufficient contributions to make the activity viable, the activity will be cancelled.

Chargeable Activities

The school may recover the full/part costs of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours, which are not: (a) Part of the National Curriculum. (b) Part of a syllabus for prescribed

public examination, which the pupil is being prepared for at school. (c) Part of religious education. (Note: This could include before and after school clubs run by the school and lunchtime supervision for Nursery children, which is additional hours to current statutory 15 hours government funding).

- Board and lodgings on residential visits (subject to remission arrangements).
- Cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- Cost of entering a pupil for a prescribed public examination including re-sits where no preparations have been provided by the school.
- Provision of instrumental tuition, which takes place during the school day and which has been requested by parents/carers.
- Provision of materials/ingredients for subjects such as Art and Design or Food Technology, where pupils take home a finished product.

Remissions Policy

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support (IS)
- Income-based Jobseekers Allowance
- An income-related employment and support allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit (provided you are not entitled to Working Tax Credit) and have an annual income (as assessed by Her Majesty's Revenue and Customs) that does not exceed the current year's level
- The Guarantee element of State Pension Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

Parents who have contributed voluntarily may have a refund if their child is unable to take part in a visit due to illness.