

## **SPRINGHILL CATHOLIC PRIMARY SCHOOL**

*Together we will do our best for Jesus*



### **CHARGING AND REMISSIONS POLICY**

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

Adopted by the Governing Body:  
Next review:

January 2021  
January 2024

## Introduction

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. Academies are required to comply with this Act through their funding agreements.

The Aim of this Policy is to outline what Springhill Catholic Primary School will and will not charge for.

## School Trips:

**Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. (but also refer to section – Voluntary Contributions).

**Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

**Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:

- if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
- if the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board and lodging.

## Materials and Textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of food technology, pupils usually provide their own ingredients, but if the pupil forgets, the school provides the ingredients and levies a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge may be made.

## Music Tuition

Although the law states that all education provided during school hours must be free, instrumental and vocal music tuition are an exception to this rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

## Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

## **Transport**

Schools **cannot** charge for:

Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport; transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated; transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and transport provided in connection with an educational visit (but also refer to section – Voluntary Contributions)

## **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Voluntary Contributions**

As an exception to the requirements set out in section 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:

- Offsite educational visits.
- On-site activities run by external providers (for example, theatre groups)

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.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. For users connected to the school, e.g. PA, the charge will be based on the site staff overtime costs.

## **Other charges**

The Headteacher, Finance Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services eg for providing a copy of an OFSTED report.

## **Remissions Policy**

Where a parent/guardian of a pupil has provided proof that they are in receipt of any of the following benefits, charges in respect of board and lodging for essential residential trips will be remitted in full:

- 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, the family's income must be less than £7,400 per year – after tax and not including any benefits)

The Headteacher, Finance Committee or Board of Governors may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Board of Governors may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.