



SAINT CHAD'S
CATHOLIC PRIMARY SCHOOL

Charging and Remissions Policy

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1. Introduction

The school aims to have robust, clear processes in place for charging and remissions and clearly set out the types of activity that can be charged for and when charges will and will not be made. There is a commitment to offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

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 to 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. It is also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

- *Charge*: a fee payable for specifically defined activities
- *Parent*: shall be taken to mean also legal guardian of a pupil where this may be relevant
- *Remission*: the cancellation of a charge which would normally be payable
- *School hours*: are defined as those during which the school is in session but excluding the midday break

4. Education

The school will not charge parents for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Instrumental or vocal tuition unless provided at the request of the pupil's parent

The school may charge parents for the following:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition in certain circumstances
- Certain early years provision - parents are expected to provide packed lunches for full time nursery pupils and other consumables if required (such as nappies) and to pay for additional activities offered such as trips
- Use of community facilities
- Provision of Information within the scope of freedom of information. Please refer to the Freedom of Information policy for further detail of charges.

5. Optional extras

The school may charge for activities known as 'optional extras'. The following are optional extras:

- Education provided outside of school time that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board 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 before and after school clubs)

When calculating the cost of optional extras, the school will only take into account the following:

- any materials, books, instruments or equipment provided in connection with the optional extra
- the cost of buildings and accommodation
- the employment of non-teaching staff
- the cost of teaching staff (including teaching assistants) engaged under contracts for services purely to provide an optional extra
- the cost, or an 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.

The amount concerned 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.

If a proportion of the activity takes place during school hours, we will not charge the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

6. Voluntary contributions

The school may occasionally request voluntary contributions from parents towards the benefit of the school and/ or to fund activities/ visits which enrich the curriculum and education experience of the children and would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include (this list is not exhaustive):

- Workshops
- Musical events
- Visits to museums, galleries, etc
- Theatre visits
- Sporting activities which require transport expenses
- Outdoor adventure activities
- Educational visits including residentials

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 does not receive sufficient voluntary contributions for an activity or visit then it will be cancelled.

7. Music tuition

All children study music as part of the normal school curriculum for which there is no charge.

There is a charge for vocal or instrumental tuition provided by peripatetic music teachers either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Parents can obtain further information about additional music tuition from the school office.

8. Transport

The school will not charge parents for:

- 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 board or local authority has arranged for pupils to be educated

9. Swimming

The school organises swimming lessons for pupils in either Key Stage 1 or Key Stage 2. These take place during school time as part of the national curriculum and no charge is made.

10. Residential visits

The school will not charge parents for:

- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

The school will charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

11. Loss of, damage to or breakage of school property

Loss of, damage to or breakage of school property (such as books, school equipment, furniture, school buildings etc) will be charged for if caused by carelessness, negligence or a deliberate act. The charge will be the cost of replacement or repair, or such lower cost at the Headteacher's discretion. Similarly, a charge will be levied in respect of wilful damage, neglect or loss of property belonging to a third party, where the cost has to be recharged to the school.

12. Remissions

In some circumstances, the school may not charge for items or activities set out in this policy. Any charge may be remitted, wholly or partly, in response to a request by the parent made in writing to the Headteacher. This will be at the discretion of the Headteacher and will depend on the activity in question.

13. Monitoring arrangements

The Resources Committee monitors charges and remissions, and ensures these comply with this policy and is to be reviewed annually.