



# St. Joseph's Catholic Primary School

## Charging & Remissions Policy

Ratified by Governors

Date: 27.11.2023

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Reviewed	September 2023
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We have carefully considered the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.



## **Aims**

The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs and trips, can make towards a pupil's education.

St Joseph's Catholic Primary School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity for which charges may be made.

## **Definitions**

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

## **Roles and responsibilities**

### **The Governing Body**

The Governing Body has overall responsibility for approving the Charging and Remissions Policy. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

### **The Headteacher**

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

### **Staff**

Our staff are responsible for implementing the charging and remissions policy consistently.

The Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents**

Parents and carers are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

## 1. Admissions

There is no charge for admissions.

## 2. School meals

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day and parents will be advised of any increases to school meals in advance.

## 3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.

## 4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of music tuition (**section 8**). There is no charge for transport during school hours to school-organised activities.

### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## 5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, *including sports matches against other schools*
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

*The school will charge for optional extras. Optional extras are:*

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- transport that is not taking 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.

### **The cost of optional extras**

The Headteacher will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**section 12**).

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
- non-teaching staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **6. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 4**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit. In this case the charging of the activity will be the same as is outlined in **section 5**.

## 7. Residential activities

### Our school will not charge 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, or 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

### Our school will charge for:

#### Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see section 11 for more guidance on remissions).

#### Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### Activities

The school may charge for residential activities that fall **outside** of school hours (see section 5).

## 8. Music tuition within school hours

St. Joseph's Catholic Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made** if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to

sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge** if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

*There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.*

## **9. Extended services**

St Joseph's Catholic Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

St Joseph's Catholic Primary School offers the following extended services:

- Before and After school sports activities - charges are made to cover the cost of fully qualified coaches / teachers engaged to provide the activity

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **10. Damage to property and breakages**

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **11. Remissions and concessions**

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

- Income Support
- Income based Job-seekers Allowance

- Child Tax Credit (where the person is not receiving Working Tax Credit as well)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. 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.

## **12. Voluntary contributions**

The Governing Body/Diocese may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the visit or activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **13. Inability or unwillingness to pay**

St Joseph's Catholic Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

## **14. Freedom of Information**

The school may ask for a contribution towards the cost of providing information in response to a FOIA request. This will allow the school to recover costs associated with photocopying, printing and postage.

## **GDPR Subject Access Requests**

Where a request is deemed to be excessive or manifestly unfounded the school may charge a reasonable fee to cover the administrative costs of complying with the request.

**Signed by:**

*J Healy*

**Chair of Governors**

**Date: 27/11/2023**

*M Murphy*

**Headteacher**

**Date: 27/11/2023**

**This policy will be reviewed annually and/or on any notification of changes made to the policy by Luton Borough Council.**