

Charging and Remissions Policy

Our Lady's Bishop Eton Primary School



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This policy is reviewed annually by governors at the Spring Term Full Governors' Meeting

AIMS

Our Lady's Bishop Eton is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

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/guardians
- Clarify how charges will be determined, so parents and guardians understand why requests for payments are sometimes made for some activities

LEGISLATION AND GUIDANCE

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

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 board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy and monitoring its implementation has been delegated to the Resource Committee.

THE HEADTEACHER: The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

STAFF: Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

PARENTS : Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

ACTIVITIES WITHOUT CHARGE: There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the cost of any materials, books, instruments or 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 that the pupil is being prepared for at the school, or part of Religious Education
- Instrumental and vocal tuition, which is part of the National Curriculum
- Instrumental and vocal tuition for children in Public Care
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school

CHARGEABLE ACTIVITIES

- The school may recover the full cost of the following activities, which may be provided directly or through commissioned services but charges will not exceed actual costs:
- Educational or other activities provided wholly or mainly outside of school hours, which are not:
- Part of the National Curriculum
- Part of a syllabus for prescribed public examinations which the pupil is being prepared for at school
- Part of Religious Education
- (Note: This could include before and after school clubs run by the school)
- 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 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 and vocal tuition, which takes place during the school day and which has been requested by parents
- Provision of materials/ingredients for subjects such as Art & Design and Food Technology, where pupils take home a finished product.

MUSIC TUITION

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

VOLUNTARY CONTRIBUTIONS

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

RESIDENTIAL VISITS

The 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

REMISSIONS

The school has set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Mrs. Murray Business Manager at mmurray@ourladyshipeton.com