



# Our Lady's Bishop Eton Primary School

## Charging and Remissions Policy

*Living, Loving, Learning in Jesus*

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

# **Our Lady's Bishop Eton Catholic Primary**

## **School Charging & Remissions Policy**

Our Lady's Bishop Eton Catholic Primary School prides itself on offering the pupils a broad spectrum of experiences. Wherever possible we provide opportunities for the children to gain first-hand experience through a wide variety of activities both related to the National Curriculum and other activities that enrich the childrens' lives.

The Governors will charge for school activities in keeping with the terms of the 1988 Education Reform Act, a copy of which is available at the school.

- No charge will be made for admitting pupils to school.
- We make no charge for National Curriculum and related activities in school time, however we may ask for voluntary contributions for activities wholly or partly in school time which otherwise would be prohibitive by cost. No child is excluded from any such activity on the basis of non-contribution.
- Support may be available towards part or all the cost of activity where there are financial difficulties. This will be looked at on a case by case basis.
- A charge will be made for all board and lodging cost on residential visits. Parents must agree to the charges before the child undertakes the activity.
- Costs for a residential visit can include elements for: travel, board and materials, books, instruments, equipment, tuition, entrance fees and insurance. Each child will be charged for the cost of his/her own part of the visit
- Admission costs for swimming lessons or for visits to museums, etc. during school hours will usually be met by the school. Transport costs may be chargeable (voluntary) if appropriate.
- When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it may be cancelled.
- We charge for school meals (except to those entitled to free school meals).

### **Extra-Curricular Clubs**

We try to provide many extra-curricular clubs free of charge, however a charge may be levied for participation in extracurricular activities to meet the costs of materials and staffing or where third parties deliver sessions.

### **Music Tuition**

Although government legislation states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

All children study music as part of the normal school curriculum. This is non-chargeable.

However, charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is delivered by specialist tutors and provided at the request of the pupil's parent. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Charges may not exceed the cost of the provision, including cost of staff who provide the tuition.

Charges will not apply if 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.

No charge will be made in respect of a pupil who is looked after by the LA [s.22 (1) of the Children Act 1989].

### **Residential Visits**

#### **Schools cannot charge for:**

- Education provided on any visit that takes place during school hours [s.452 Education Act 1996]
- 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.

- **Schools can charge for:**
- Board and lodgings and the charge must not exceed the actual cost.

When a school informs parents/carers about forthcoming visits, they should make it clear that parents/carers of children entitled to free school meals, will be exempt from paying the cost of board and lodging.

## **Transport**

### **The School cannot charge for:**

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or LA 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.
- Transport provided in connection with an educational visit.

## **Swimming**

The school organises swimming lessons for children. These take place in school time and, although some lessons may exceed the National Curriculum requirement, the school does not levy a charge to parents/carers.

## **Remissions Policy**

The Governors Remissions Policy for Charges will conform to the statutory minimum requirements of the 1988 Education Reform Act. Where the parents of a child are unable to meet any one of the charges the school may make, they can apply in writing and complete confidence, to the Headteacher for the remission of charges in part or full. The Headteacher, in consultation with the finance committee, will make any authorisation of the remission of charges.

Pupils whose parents/carers are in receipt of relevant government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school visits/trips.

- Income Support (IS)
- Income based Jobseekers Allowance (IBJSA)
- Support under part VI of the Immigration & Asylum Act 1999
- The guarantee element of the State Pension Credit
- Child Tax Credit, providing that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed the limit for that tax year
- An income related employment and support allowance that was introduced in October 2008

The identity of the child or parents/carers of the child who did not want to make the payment/charge, or could not make the payment/charge, will not be disclosed.

## **Damage to Property & Breakages**

Where school property has been wilfully or recklessly lost/damaged by a student/parent/carer/3rd party, the school may charge those responsible for some or all of the cost of the repair or replacement.

Where property belonging to a 3rd 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 HT and dependant on the situation.

## **Responsibilities**

The Governors, in consultation with the Headteacher and Business Manager are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

**Outcomes**

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.

The Charges and Remissions Policy will be reviewed every 2 years.

Reviewed by Governing Body: December 2023