



St. Catherine's
RC Primary School

Policy Reference: 6

Charging and Remissions Policy

Version: 1.1

Name and Designation of Policy Author(s)	Janet Hartley - School Business Manager		Is this a Statutory Document
			Yes
Approved By (Committee / Group)	Finance and Personnel Committee		
Date Approved	28/1/2020		
Date Ratified by FGB	N/A		
Date Published	30/1/2020	Is this to be published publicly on the school website?	Yes
Review Date	Spring 2021		
Target Audience	Teachers, support staff, parents		
Links to Other Strategies, Policies, Procedures, etc			

Version History

Date	Ver	Author Name and Designation	Summary of Main Changes
Nov 2015	1	Mark Chidgey, Chair of Finance Committee	Policy written through review of existing policy, other schools policies and guidance DfE "Charging for school activities – October 2014" https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/365929/charging_for_school_activities_-_October_2014.pdf
June 2017	1.1	Mark Chidgey, Chair of Finance Committee	Change to committee responsible for this policy to Finance and Personnel Committee due to restructuring.
January 2019	1.1	Reviewed by Richard Kilpatrick, Chair of Finance Committee	No changes
January 2020	1.1	Reviewed by Janet Hartley School Business Manager	No changes

Monitoring Compliance with the Policy

Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
Policy is available to all staff, parents and governors	100%	Through information to Governors / HT Report	Finance and Personnel	Annually	Chair of Finance and Personnel Committee

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Describe Key Performance Indicators (KPIs)	Target	How will the KPI be Monitored?	Which Committee will Monitor this KPI?	Frequency of Review	Lead
Procedures for charging and remissions follow the policy	100%	Review of educational visits and charges made for events	Finance and Personnel	Annually	Chair of Finance and Personnel Committee
Check of school website to ensure standard charges and contributions are clearly available and up to date	100%	Check of school website – clarity whether costs are charges or voluntary? Are they up to date?	Finance and Personnel Committee	Annual	Chair of Finance and Personnel Committee

Mission Statement

Our school community is rooted in the Gospel and the vision of St. Catherine of Siena.

This inspires each of us ***'To be who God wants us to be and so set the world on fire.'***

- We are called to love one another as we seek to be the best in all that we learn and do.
- We celebrate and nurture the gifts, talents and skills of everyone.
- We commit ourselves to grow together in faith, love and service.

Introduction

The Governing Body of St Catherine's RC Primary School (The Governing Body) recognises the valuable contribution that a wide range of additional activities, including clubs, practical activities, trips and residential experiences will make towards pupils' personal, spiritual and social education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of St Catherine's RC Primary School (the school).

Charging Principles

- 1) **Legal** - The Governing Body endorses the guiding principles contained in the Education Reform Act 1996, in particular that no child should have his/her access to the curriculum limited by charges. Any charges that are made by the school will meet the requirements of the Act, specifically sections 449 – 462.
- 2) **Convenient** - Where charges are applied or contributions requested the school will seek to make payment convenient for parents / carers. For example by maximising advance notice and where feasible offering a variety of payment methods.
- 3) **Transparent** - The rate for standard charges and contributions (eg school dinner rates or school fund) will be published on the school website.

When requesting any payment, it should be clear as to whether it is:

- a) A charge
- b) A voluntary donation

Charges and/or contributions will always be notified in advance, unless the payment requested is either:

- a) exceptional or
- b) relates to the recovery of damages or breakages then

School will ensure parents and carers on low incomes and in receipt of the benefits listed in DfE guidance document Charging for School Activities – October 2014 have access to information on the support available to them.

- 4) *Equitable* - Charges and contributions will not exceed the full cost (including recovery of overheads) for providing a service with the exception of community facilities where the school may choose to apply an uplift for profit.

Charges and contributions will be equally applied but may be reduced or waived according to individual circumstances (see remissions).

Non Chargeable services

The school cannot and will not make charges for the following:

- an admission application to the school.
- 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, 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 or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the parent.
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Charges

The Governing Body reserves the right to make a charge for the following.

- any materials, books, instruments, or equipment, where the parent / carer wishes their child to own such items and the school wishes to supply them.
- music and vocal tuition provided at the request of the parent / carer. However, no charge will be made where:
 - the teaching is an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.
 - The pupil is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).
- Certain Early Years Provision as defined by The Education (Charges for Early Years Provision) Regulations 2012 and subsequent Early Years documentation relating to DfE publication Early Education and Childcare: Statutory guidance for local authorities, March 2017.
- School meals, with the exceptions of:
 - Children who are eligible for Free School Meals
 - Children in reception. Year 1 and Year 2, all of whom are entitled to a Universal Infant Free School Meal.
- Breakages / Damages - In cases of wilful, malicious or negligent damage, breakage or loss to school equipment or buildings, the Headteacher in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

- Services provided to other schools or organisations, for example training, secondment of staff or provision of professional services e.g. finance.

The school may also charge for “optional extras” as defined in the act. These include:

- Community facilities.
- 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; or
 - 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 (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after-School clubs, tea and supervised homework sessions).

Voluntary Contributions

Schools are able to request and accept voluntary contributions. These include but are not restricted to:

- Non-specific voluntary contributions or donations from parents / carers, individuals or organisations.
- Voluntary contributions from parents / carers which are directly requested by the school including:
 - School trips, visits and practical activities.
 - School fund.
 - School building fund.
- Support from other sources, for example the school PTA.

School trips, visits and practical activities enhance children’s learning and broaden their experience. The Governing Body may ask parents / carers for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents / carers are under no obligation to make any contribution and pupils of those who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

Remissions

All charges and voluntary contributions will be applied according to the charging principles (legal, convenient, transparent and equitable) and are therefore ultimately at the discretion of the school.

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Where the parents or carers of a pupil are in receipt of Income Support which would entitle their child to receive free school meals the cost of the visit or visitor can be supported through Pupil Premium Funding.

The school may choose to remit the cost of any chargeable or voluntary contribution funded activity.

In other circumstances the Headteacher may invite parents and carers to apply, in confidence, to the Headteacher for the discretionary remission of charges in part or full.

The Headteacher in consultation with the Chair of Governors will determine the level of remission. All such discretionary remissions will be reported to the finance committee through a confidential and anonymised schedule.