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# Charging and Remissions Policy

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## **Introduction**

This document is a statement of the aims, principles and strategies used for charging parents at St Mary's School.

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as: 8.55am to 3.30pm (3.15 for Infants), excluding school lunch breaks.

## **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 449-462 of which set out the law on charging for school activities in England.

## **Roles and Responsibilities of the Headteacher, Other Staff & Governors**

The Headteacher will ensure that relevant staff are familiar with the charging and remissions policy, and that the following is being consistently applied;

### During the School Day

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), we will make a charge.

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, swimming, special activities involving high cost materials, trips involving travelling to another venue or visitors to school who provide a service.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, the school reserves the right to cancel the activity if it cannot be funded without the voluntary contributions or there are insufficient contributions to make it financially viable.

### Optional Activities Outside of the School Day

We will charge for optional, extra activities provided outside of the school day, for example extra-curricular clubs. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### Education Partly During the School Day

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day. Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made. When such activities are arranged parents will be told how the charges were calculated.



## Residential Trips

Charges will be made for board and lodging except for pupils who meet the current free school meals eligibility criteria. In addition support may be given upon request, at the discretion of the Headteacher, to pupils who are eligible for pupil premium support or where the parents have approached the Head teacher to request assistance because of their financial circumstances. Other charges will be made to cover costs where necessary following guidance. In such cases parents will be told how the charges were calculated.

## **Calculating Charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising, or, where eligible/ appropriate, from Pupil Premium funding at the discretion of the Headteacher.

Parents who would qualify for support are those who meet the free school meal criteria. Other support may be given to pupils who meet the pupil premium/Headteacher's discretionary eligibility criteria.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

## **Work Experience**

St Mary's School does not normally incur additional costs when students from the local secondary schools attend for Work experience. Therefore no charges would normally be made to those students/ their parents.

## **Reports written for Private Schools Applications/ Consultations**

A charge may be made when a teacher is required to write an additional report or required by a private school or a consultant to support an application to the school or assessment. A charge will also be made for a report or meeting with a private consultant e.g. an Educational Psychologist or other specialist. The charge will be appropriate to the additional time required for the teacher to write the report/ prepare for and attend the meeting. The charge will normally be passed on to the private school or the consultant, except where the school or consultant does not agree to pay it and the parents have requested the report/ meeting. In such an instance the charge will be made to the parent. (This payment is then passed on to the teacher via the school payroll, to reimburse them for their overtime).

## **Damage or Loss to School Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or material), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.



### **Other Charges**

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. providing a printed copy of an Ofsted Report.

### **Arrangements for Monitoring and Evaluation**

The Resources Committee of the governing body will monitor the impact of this policy by receiving financial reports on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. This information will be reported on and reviewed annually (as a minimum).