

Cottesmore St Mary Catholic Primary School

Charges and Remissions Policy



'Mane nobiscum Domine'
(Abide with us O Lord)

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Policy written by: Brighton and Hove Council but edited by Rachel Breen

Policy reviewed & passed by: Finance and Personnel Committee

Key people responsible for Charging and Remissions: Georgie Hodgson

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Our Mission

God made each one of us, we are all His disciples.

We believe in ourselves and help each other to do our best, respecting each other's differences and including everyone. We show care for others, especially by helping those in need and acting as God wants us to whilst living the Gospel daily.

We pray and worship together and so grow closer to God and each other, celebrating when others do well. We are part of God's family, supporting other people in school, at home, at church and in the world around us.

Mane nobiscum Domine - Abide with us Lord.



We want the children who leave our school to make the most of every learning opportunity so that they can grow into the best people they can be, fulfilling their dreams and God's special plan for them, being happy and confident and joyfully showing to others their faith in God.

PURPOSE

To ensure that all activities are managed in accordance with Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance has been written to provide at-a-glance information and complements the information given in "A Guide to the Law for School Governors" (Chapter 23). This guidance accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms. This guide is also referred to in paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code (in force from 10/2/09).

The Headteacher and Governors of Cottesmore St. Mary Catholic Primary School must ensure that they inform parents on low incomes and in receipt of any of the benefits listed below of the support available to them when being asked for contributions towards the cost of school visits.

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received the
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance

CHARGES

The Headteacher and Governors of Cottesmore St. Mary Primary School are aware that they **cannot** charge for the following:

Education

- an admission application to any maintained school;
- education provided during school hours
- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;

- 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.

The Headteacher and Governors of Cottesmore St. Mary Catholic School are aware that charges can be made for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
- optional extras (see below); and
- music and vocal tuition, in limited circumstances (See Music Tuition)

Optional Extras

The Headteacher and Governors of Cottesmore St. Mary Catholic Primary School are aware that charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **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; 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 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; and
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

It is also understood that any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

The Headteacher and Governors are aware that there is nothing in legislation preventing them to ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or headteacher should make this clear to parents at the outset.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

As an exception to the requirements set out in Charges of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include: visits to museums; sporting activities which require transport expenses; outdoor adventure activities; school residential trips; visits to educational centres; visits to places of special interest; visits to the theatre; visits to the cinema; musical events. This list is not exhaustive and there may be other activities which will incur a voluntary contribution charge. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

It is also understood that when making requests for voluntary contributions to the school funds, parents must not be made to feel pressurized into paying as it is voluntary and **not** compulsory although, it is agreed that a reminder can be sent to the parents in case the contribution has simply been overlooked.

The contribution will always be divided by the number of pupils taking part.

Residential Visits

The Headteacher and Governors of Cottesmore St. Mary Catholic Primary School are aware that they **cannot** charge for:

- 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.

But that they may charge for:

- board and lodging and the charge must not exceed the actual cost.

The Headteacher and Governors will ensure that when informing parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;

- Child Tax Credit, provided that Working Tax Credit is not also received
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance

Music Tuition

The Headteacher and Governors recognise that the law states that all education provided during school hours must be free, but that music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching 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. Charges may only 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).

Transport

The Headteacher and Governors of Cottesmore St. Mary Catholic Primary School are aware that the following **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority 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;

Activities this school charges for

The school will charge for the following activities: - Swimming lessons to cover transportation and lifeguards - Residential trips to cover lodging and board - small group music tuition that is additional to the National Curriculum lessons - Extra-curricular clubs that are run by external providers - Transport costs for sporting / musical or any other off site event that children are partaking in.

REMISIONS

The Headteacher and Governors of Cottesmore St. Mary Catholic Primary School will be sympathetic and accommodating to those parents/carers who find themselves in circumstances which qualify them to receive certain benefits as listed below:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received
- the guarantee element of State Pension Credit; and
- any income related employment and support allowance that was introduced on 27 October 2008.