

# St Mary's CEVA Primary School

## Charging and Remissions: policy and procedure

Adopted: May 2019

Review date: May 2020



Signed by:

_____	Chair of Governors	Date: .....
_____	Headteacher	Date: .....
_____	Lead Professional	Date: .....

Our policy has been created in line with 'Valuing All God's children', 'Fruits of the Spirit: Character Education' and the 'Church of England's Vision for Education: Deeply Christian; Serving the common good'. Staff and governors have been made aware of these documents which form the foundation for the school's ethos, decision-making process and policy design.

We have also carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

## 1. Admissions

There is no charge for admissions.

## 2. School meals

There is no charge for children who are entitled to free school meals or infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day decided by the governing body of the school.

## 3. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours with the exception of voluntary music tuition where the Academy will charge a subsidised amount.

There is no charge for transport during school hours to school-organised activities required as part of the National Curriculum.

### We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 4**)
- music or vocal tuition (**section 7**).

## 4. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports matches against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

### Optional extras

The school will charge for optional extras. 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
  - 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 not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- board and lodging for a pupil on a residential visit.
- Before or after school optional clubs. Where such a club is run by an outside agency the payment of any charges will be directly between the organisation running the club and the parents/guardians.

### The cost of optional extras

The headteacher, together with the business manager/bursar will decide when it is necessary to charge for optional activities and at what level they should be set. The finance committee will review these charges on an annual basis.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

When 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, including supply teachers engaged specifically to provide the optional extra
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **5. Activities that take place *partly* during school hours either on or off site**

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in **section 3**.

Travelling time is included in time spent on activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

### **6. Residential activities**

**Our 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, 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
- travel costs where the residential activity is classed as being within school hours and is directly linked to the national curriculum.
- residential activities that take place during school hours where they are directly linked to the national curriculum.
- ***NOTE \_ Where a residential trip is arranged that is not directly linked to the national curriculum it will be deemed to be an optional trip and parents/guardians will have the choice as to whether or not their child attends and will be charged in full.***

**Our school will charge for:**

#### **Board and lodging**

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost.

**Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost or receive a reduction in the amount payable.** (see **section 10** for more guidance on remissions).

#### **Travel**

Travel charges may apply when the residential activity takes place outside of school hours, or where the residential trip is not directly linked to the national curriculum. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

#### **Activities**

The school may charge for residential activities that fall **outside** of school hours (**see section 4**).

## 7. Music tuition within school hours

St Mary's CEVA Primary Academy follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges may 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).

The school may charge for teaching requested by parents and delivered by specialist tutors given to 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

## 8. Extended services

St Mary's CEVA Primary Academy is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## 9. Damage to property and breakages

Where school property has been wilfully or recklessly damaged by a student or parent/carer the school will charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third 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 headteacher and dependent on the situation.

## 10. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, with no element of Working Tax Credit, and a household income below £16,190 (as assessed by HM Revenue and Customs)
- Guarantee Element of State Pension Credit
- Universal Credit - income dependant

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

- **NOTE – The above are qualifying factors for free school meals. Should these be amended this section will be updated.**

The school will give consideration to the remission of charges to parents or carers of children who currently qualify for Pupil Premium.

The headteacher and School Business Manager will authorise the remission of charges. These will be ratified by the finance committee.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher in consultation with the business manager

### **11. Voluntary contributions**

The Academy Trust may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

### **12. Inability or unwillingness to pay**

St Mary's CEVA Primary Academy is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.