



November 2016

CHARGING AND REMISSION POLICY

Statement of intent

St Oswald's Catholic Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Introduction

This policy has been produced in line with the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'

Charging for education

We will not charge parents for:

- admission applications;
- education provided during school hours.
- education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- materials, books, instruments or equipment, where they desire their child to own them
- optional extras
- music and vocational tuition (in certain circumstances)
- Use of community facilities

Optional extras

We may charge parents for the following optional extras:

- 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 fees where the pupil has not been prepared for the examinations at the school ;

- Transport, other than that arranged by the LA for the pupil to be provided with education;
- Board and lodging for a pupil on a residential visit;
- Extended day services offered to pupils.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments or equipment provided in relation to the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- the cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra;
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument where the tuition is an optional extra.

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

We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity may need to be cancelled.

Parents will not be made to feel pressurised into making voluntary contributions.

Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free.

The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for tuition in playing a musical instrument, including vocal tuition, provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

Such charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition.

8. Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

Residential visits

We 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, 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 teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

Through confidential discussions with the school, parents in receipt of one or more of the benefits cited in the DfE guidance 'Charging for School Activities' (2014), may be exempt from paying the cost of board and lodging.

Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a

syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Residential visits: If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

Remissions

Although the school has limited funds and there is no guarantee that requests made to the school can be met, through confidential discussions with the school, parents in receipt of one or more of the benefits cited in the DfE guidance 'Charging for School Activities' (2014), may be offered assistance with funding trips and activities.

Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assisted school funding and voluntary contributions, the trip/activity may be cancelled.

Monitoring and review

This policy will be reviewed every 3 years by the governing body.