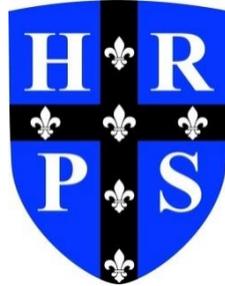


Holy Rosary Catholic Primary School



Charging and Remissions Policy

"Building loving hearts and strong minds in union with God and each other."

We at the Holy Rosary school believe that through Christ anything is possible. We aim to inspire our children to learn; encourage them to grow in respect of others and fill them with love. We strive to work together with the whole community to live out the Gospel message and build the Kingdom of God.

Approved by the Governing Body:

November 2017

Cecilia Emery

Date for Next Review:

November 2018

1. Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Guidance is based on the Education Act 1996: Sections 449-462.

2. Responsibilities

The Governing Body is responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered firstly by the Headteacher in line with this policy.

3. Definitions

Extended school provision: provision of childcare outside the standard school day where it is optional as to whether the child attends.

External Lettings: letting to an organisation other than the school.

Remission: where a charge is not payable, either in full or in part.

4. Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- a) education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- b) 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;
- c) tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- d) entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- e) education provided on any trip that takes place during school hours;
- f) education provided on any trip 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 the school's basic curriculum for religious education;
- g) Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- h) transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- i) transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- j) transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- k) transport provided in connection with an educational trip.

5. Charges

In accordance with legislation charges may be made for the following:

- a) board and lodging on residential visits (not to exceed the costs);
- b) the proportionate costs for an individual child of activities wholly or mainly outside school hours;
- c) 'optional extras' – (where not prohibited) to meet the costs for:
 - i. travel
 - ii. materials and equipment
 - iii. non-teaching staff costs
 - iv. entrance fees
 - v. insurance costs
- d) individual or group tuition in the playing of a musical instrument;
- e) re-sits for public examinations where no further preparation has been provided by the school;
- f) costs of non-prescribed examinations where no further preparation has been provided by the school;
- g) any other education, transport or examination fee unless charges are specifically prohibited;
- h) breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- i) extra-curricular activities and school clubs;
- j) letting of the school premises or grounds;
- k) extended school care activities such as breakfast club, after school club, holiday clubs and "wraparound" nursery provision;
- l) charges for materials or ingredients where the pupils wish to have the finished product
- m) cost of transport to take part in work experience or extra curricular activities, trips and residential

In setting a charge consideration will be given at the planning stage to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary;
- for lettings, the charge should at least cover the cost, including:
 - i. Services (heat & light)
 - ii. Staffing (security, caretaking & cleaning)
 - iii. Administration
 - iv. Wear & tear

6. Remissions

Children whose parents (either parent or their partner) are in receipt of the following qualifying benefits will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips:

- a) Income Support
- b) Income-based Jobseekers Allowance
- c) Income-related Employment and Support Allowance
- d) The guaranteed part of State Pension Credit
- e) Support under part 6 of the Immigration and Asylum Act 1999
- f) Child Tax Credit (providing you are not entitled to Working Tax Credit and have an annual gross income not exceeding the annual limit set by HMRC as assessed by the Inland Revenue)
- g) Working Tax Credit run-on (paid 4 weeks after you stop qualifying for Working Tax Credit)
- h) Universal Credit.

These are also the qualifying benefits for **Free School Meals**. Parents in receipt of one of the qualifying benefits should register their eligibility for Free School Meals immediately in order that the school can draw down extra funding to support activities which will benefit their children. This is referred to as Pupil Premium funding. Details of how to register for Free School Meals are available from the school office.

7. Voluntary Contribution

Parents will be invited to make a voluntary contribution for the following:

- a) Educational visits or visitors to school which enrich the curriculum and educational experience of the pupil. The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition the following will be made clear to parents:
 - that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
 - that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund, voluntary contributions or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Lettings Policy

Lettings will be considered on a case by case basis and appropriate charges made to cover the school's costs, taking account of the status of the organisation using the school premises and the value and benefit provided to the school.

Records will be kept of the charges agreed and the rationale.