

OUR LADY'S
CATHOLIC
HIGH SCHOOL



Charging and Remissions Policy

Charging and Remissions Policy June 2021

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Approval body: Headteacher

Revisions June 2021:

- Formatting
- Addition: school can charge for exam re-sits if the pupil fails, without good reason, to meet any examination requirement for a specification.
- No other changes were made to the policy.

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1. Aim

The aim of this policy is to set out what charges may be levied for activities, what remissions may be implemented and the circumstances under which voluntary contributions can be requested from parents.

2. 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 maintained schools in England.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

4. Responsibilities

4.1. The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2. The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3. Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4. Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Publication of Information

A summary of this policy will be included on the school website which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

6. Circumstances where the school may charge

Below we set out what the school can charge for.

6.1. Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Community facilities
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a specification

6.2. Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

- ***Education provided outside of school time that is not part of:***
 - o The national curriculum
 - o A syllabus for a prescribed public examination that the student is being prepared for at the school
 - o Religious education
- ***Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school***
- ***Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing board has arranged for the student to be provided with education)***
- ***Board and lodging for a student on a residential visit***
- ***Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)***

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

- The cost of buildings and accommodation
- 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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 students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3. Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of students, provided that the tuition is provided at the request of the student's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- For a student who is looked after by a local authority

6.4. Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. Circumstances where charges by the school are prohibited

Below we set out **what the school cannot charge for**:

7.1. Education

- Admission applications

- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

7.2. Transport

- Transporting registered students to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered students to other premises where the governing board or local authority has arranged for students to be educated
- Transport that enables a student to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

Residential visits

- 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
 - A syllabus for a prescribed public examination that the student is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

8. Voluntary Contributions

Parents may be invited to make a voluntary contribution *for all school activities and trips wholly or mainly inside school hours, and also more generally for the benefit of the school.*

The terms of any request made to parents will specify that the request is for a voluntary contribution (see Appendix 1) and in no way represents a charge. If the activity cannot be funded without voluntary contributions this will be made clear to parents at the outset. In addition the following will also be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay;
and
- b) that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- c) If insufficient voluntary contributions are raised to fund a visit, then it will be cancelled.

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 a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher. Voluntary contributions will be used *to cover all costs associated with the trip*.

9. Remissions

In some circumstances the school may not charge for items or activities set out in sections 6 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1. Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008