



*“A learning community united by  
Christ and the teaching of the Gospel”*

**Policy 6G - Charging and  
Remissions**

**Approved: September 2012**

**Review: September 2014**

**Head Teachers signature:**

**Governor's signature:**

# St. Augustine's Catholic Primary School

## CHARGING AND REMISSIONS POLICY

### Introduction

This policy has been formulated in accordance with Authority's guidance on: Charging for School Activities.

### Aim

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

### Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, 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;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school;
- education provided on any trip that takes place during school hours;
- 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 religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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;
- transport provided in connection with an educational trip.

## **Publication of Information**

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

## **Charges**

- (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 ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual and group tuition in the playing of a musical instrument
- (d) any other education, transport or examination fee unless charges are specifically prohibited
- (e) breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- (f) extra-curricular activities and school clubs.

### **Dol-y-Moch Trip**

Charges will be made for board and lodging at the centre. Parents in receipt of Income Support, Family Credit, Disability Allowance or Income Based Job Seekers Allowance will be entitled to remission of some of the cost. Parents will be asked to make a voluntary contribution, considering that every child is already subsidised for half of the cost of the trip. This is dependant upon the funding available for remission. Failure to cover the cost of the trip may lead to the trip being cancelled.

### **Music Tuition**

For this purpose it should be noted that the human voice is not regarded as a musical instrument. Tuition in Piano, keyboard or other instruments led by a peripatetic teacher will be made in accordance with the appropriate scale of charges.

### **Alton Castle**

Charges will be made for board and lodging at the centre. Parents in receipt of Income Support, Family Credit, Disability Allowance or Income Based Job Seekers Allowance will be entitled to some remission. Parents will be asked to make a voluntary contribution to cover the cost.

### **Materials Used in the school**

Charges will not be made for any books, materials, instruments or other equipment for use in connection with education provided during school hours. Parents may be invited to provide their child with particular items for reasons of health and hygiene. In the case of Craft or Technology a charge may be made for the materials used if the parents wish their child to take the produce home. Costs will be declared and will not exceed the actual cost of the materials.

### **Damage or Loss**

Where school property is defaced, damaged or lost as a result of pupil's behaviour, the Governors reserve the right to charge parents for all costs incurred. Charges shall, under normal circumstances, be at the discretion of the Headteacher.

### **Optional Extras**

Those activities which are optional extras in accordance with the 1996 Education Act will receive no financial support from the school. The cost may include an appropriate element for: travel costs, board and lodging, materials, books, instruments and other equipment, cost of hiring teaching, instrumental and non-teaching staff. Charges may not exceed the cost of the provision.

### **Remissions**

Children whose parents are in receipt of the following support payments 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. The relevant support payments are:

- a) Income Support;
- b) Income Based Jobseeker's Allowance;
- a) Support under part VI of the Immigration and Asylum Act 1999;
- b) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed £13,480 (FY 04/05).

Children of parents who do not contribute in any way will not be treated any differently from those who do.

### **Voluntary Contributions**

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

- a) Swimming lessons (towards the cost of transport)
- b) School Trips

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge in addition the following will 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 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 responsibility for determining the level of voluntary contribution is delegated to the Headteacher. The Head Teacher, on behalf of the Governors, shall have the right to cancel any trip should parents be reluctant to support it with voluntary contributions.

Date of Policy approval \_\_\_\_\_

Date of Policy review \_\_\_\_\_

Policy approved \_\_\_\_\_  
Chairperson