

# St John Fisher RC Primary School

## Charging and Remissions Policy



**Head Teacher: Ms J Kenna**

# **St John Fisher RC Primary School**

## **Charging and Remissions Policy**

### **1. Introduction**

- 1.1 St John Fisher RC Primary School is an inclusive school guided by the Christian ethos that is expressed in the school's aims. These aims promote inclusive education in its widest sense in all areas of school life. This policy is intended to ensure that no child is excluded from an activity because of the inability or unwillingness to pay on the part of the parent/carer and has been formulated in accordance with DCSF guidance on Charging for School Activities (October 2014) – now DfE.
- 1.2 The school will ensure that families on low incomes and in receipt of the benefits listed in section 8.1 are aware of the support available to them when being asked for contributions towards the cost of school visits.
- 1.3 This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

### **2. School Meals**

- 2.1 No charge will be made for pupils entitled to free school meals.
- 2.2 All pupils not entitled to free school meals will be charged an amount determined by the local authority, contractor or Head Teacher of the school, as appropriate.

### **3. Activities taking place wholly or mainly during school hours**

- 3.1 Where the whole or majority of time spent on an activity takes place during school hours, no charge will be made for that activity or transport provided in connection with it, although a voluntary contribution may be sought. 'School hours' are those when the school is actually in session and do not include the break in the middle of the school day.
- 3.2 A charge may be made to cover the cost of ingredients or materials where parents/carers have confirmed in advance that they wish to keep the finished product.

### **4. Activities taking place wholly or mainly outside school hours**

- 4.1 Charges may be made for an activity taking place outside school hours unless it is a necessary part of the 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.
- 4.2 The Head Teacher will determine which activities are charged for and the level of charge. The charge for an individual pupil will not exceed a proportionate share of the costs for:
  - (a) Travel
  - (b) Materials and equipment
  - (c) Non-teaching staff costs
  - (d) The provision of teaching staff specifically engaged to provide that activity
  - (e) Insurance costs
  - (f) Entrance fees

## **5. Residential**

- 5.1 Residential activities are treated as being within school hours if the number of school sessions missed by the pupils is equal to 50% or more of the number of half days spent on those activities.
- 5.2 Pupils will be charged an amount up to the full cost of board and lodgings of the residential whether it takes place within or outside school hours.
- 5.3 No charge for education activities provided or travel costs will be made where the residential takes place within school hours, although a voluntary contribution may be sought.
- 5.4 Where the residential takes place outside school hours, a charge will be made for the educational activities provided and travel costs.
- 5.5 Where pupils are entitled to a remission, no charges will be made for board or lodging, educational activities or travel costs whether the residential takes place within or outside school hours.
- 5.6 When the school informs parents about a forthcoming visit the school will make it clear that parents who can prove they are eligible to a remission may not be charged.
- 5.7 Residential activities undertaken in Year 4 and Year 6 are 'optional extras' under the DFCS guidance and a full charge will be made for these activities except where pupils are entitled to a remission.

## **6. Music Tuition**

- 6.1 No charge is made where the music tuition is an essential part of the National Curriculum (including instrument hire, music books, etc). A charge may be made to cover the cost of the equipment or books where parents/carers have confirmed in advance that they wish to keep such instruments/books.
- 6.2 There is a charge for individual or group music tuition which is not part of the National Curriculum and which is provided by peripatetic music teachers. This charge is paid directly to Merton Music Foundation or to the peripatetic music teachers and therefore falls outside the scope of this policy.

## **7. Damage to property and loss of equipment**

- 7.1 A charge may be made for damage to or loss of school property by a pupil at the discretion of the Head Teacher.

## **8. Remissions and Concessions**

- 8.1 Remission for charges and voluntary contributions will normally be made for parents who can prove that they are in receipt of any of the following support payments:
  - Universal Credits in prescribed circumstances\*
  - Income Support
  - Income based Job Seekers allowance
  - Support under Part VI of the Immigration and Asylum Act 1999
  - Child Tax Credit, provided that working Tax Credit is not also received
  - The guarantee element of State Pension Credit

- An income related employment and support allowance that was introduced on 27 October 2008

8.2 In the event that there is a change in law, or guidance from government (as to the support payments that define eligibility for remission), then the Head Teacher will follow such updated law or guidance where it contradicts policy.

## **9. Voluntary Contributions**

- 9.1 In certain circumstances parents may be invited to make a voluntary contribution towards activities that are exempt from charging.
- 9.2 Where a voluntary contribution is requested, the children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.
- 9.3 If an activity cannot go ahead without sufficient voluntary contributions being made, this will be explained to parents when the contribution is requested.
- 9.4 If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.
- 9.5 When making request for voluntary contributions, parents will not be made to feel pressurised into paying as it is a voluntary contribution and not compulsory. The school will not send colour coded letters as a reminder to make payment. Direct debits or standing order mandates will not be sent to parents when requesting voluntary contributions to school activities.

## **10. Services for which a charge will be made:**

### **10.1 Breakfast, Nursery Lunch Club and After School Club**

The school will charge parents for these services and the scale of charges will be approved by the Governing Body on an annual basis.

### **10.2 Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved Annually by the Quality of Operation committee.

### **10.3 Administration Services**

- The school may offer additional non educational services and the scale of charges will be approved by the Governing Body on an annual basis. If the service is a one-off, the Headteacher or Quality of Operations Committee may approve the charge.
- Where parents request letters regarding attendance etc. for purposes such as visas a charge will be made.
- Where parents request authorisation of forms e.g. for passport applications, a charge will be made.
- The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be approved by the Quality of Operations Committee.

(PLEASE SEE APPENDIX 1)

### **11.Extra-Curricular Activities run by External Providers**

11.1 External providers will set and collect their own charges.

### **12.Other charges**

12.1 In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher or School Business Manager, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

12.2 The Headteacher, School Business Manager, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

### **13.Monitoring and Review**

13.1 This policy is monitored by The Quality of Operations committee, and will be reviewed every 3 years or earlier if considered necessary.

## **APPENDIX 1**

### Charging and Remissions Policy

Administrative tasks for which a charge will be made:

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| <b>1.</b> Passport Verification   | £15 |
| <b>2.</b> Leaflet Distribution<br>(Physical and Electronic)   | £20 |
| <b>3.</b> Citizenship Letters   | £10 |
| <b>4.</b> School References   | £20 |
| <b>5.</b> Other requests may be considered and charged for at the discretion of the Headteacher,<br>School Business Manager or Governing Body |     |