



# ST JAMES'

## CATHOLIC HIGH SCHOOL

### Charging and Remissions Policy

Policy Owner	School Business Manager
Responsible Committee	Leadership and Strategy
Date of Adoption	May 2019
Reviewed and Ratified	March 2020
Date of Next Review	March 2021
Chair of Governor's Signature	

#### St James' Mission Statement:

*To ensure everyone within our school **family** achieves their full potential,  
to encourage learning and development through **faith**,  
and to strive for **excellence***

#### Rationale:

St James' Catholic High School is committed to providing quality education based on equality of opportunity, access and outcomes. In practice, this means the children have an entitlement to benefit from all educational activities.

#### Aims:

- to make school activities accessible to all children regardless of family income
- to encourage and promote external activities which give added value to the curriculum
- to provide a process which allows activities to take place at a minimum cost to parents, children and the school
- to establish, and maintain, a fair and coherent system, of charges within the constraints of the school budget



## **Introduction**

As legislated by the Education Reform Act 1988 (as amended), the Governing Board is required to determine and publish a Charging and Remissions Policy. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Education and Inspections Act 2006 (in force from September 2007) introduced a regulation-making power which allowed the Department for Children, Schools and Families (now DfE) to specify circumstances where charging can be made for music tuition.

## **Education**

All education (including the supply of any materials, books, instruments or other equipment) during school hours is free with the exception of individual or group music tuition which is not provided as part of the National Curriculum. We give parents information about additional music tuition at the start of the academic year. We do not charge for any activity undertaken during school hours as part of the National Curriculum.

## **School Hours**

School hours are those when the school is actually in session. They do not include the mid-day break.

School hours are:                   8.45 a.m. to 1.15 p.m.  
  2.00 p.m. to 3.00 p.m.

## **Outside School Hours**

Education provided outside school hours cannot be charged for, if it is part of the National Curriculum.

## **School trips and visits and activities**

This policy confirms the right of the school to invite voluntary contributions for the benefit of the school or in support of any activity organised by the school whether during or outside school hours.

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents / carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

Parents / Carers have a right to know how each individual trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events



### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential Visits**

Charges may be made for the actual board and lodging during residential school trips. The cost must not exceed the actual cost of the provision for the pupil. If the residential visit is to provide education directly related to the National Curriculum, we ask for voluntary contributions to cover the cost of entry fees and travel expenses.

No charge in respect of board and lodging will be made for pupils whose parent(s) or guardian(s) is/are in receipt of any of the following state benefits:

- Income Support,
- Income-based Job Seekers Allowance (IBJSA)
- Support under part VI of the immigration and Asylum Act 1999
- Child Tax Credit, providing that Working Families' Tax Credit is not also received and the family's income does not exceed £16,040 (as revised)
- The guaranteed element of State Pension Credit and
- An income related employment and support allowance that has been introduced since October 2008.

### **Transport**

No charge can be made for:

- 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 board 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; and
- transport provided in connection with an educational visit.



### **Music Tuition**

No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc.).

We will charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils. Charges will be determined by the Local Authority Music Service.

Where we make a charge for instrumental and vocal tuition within school hours we will remit charges for pupils on free school meals as defined in section 11 of guidance as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.

### **Material and Ingredients**

Voluntary contributions are requested for materials or ingredients required for practical subjects.

### **Optional Extras**

Charges may be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- 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; or
  - c) part of religious education.
- transport that is not required to take the pupil to school or to other premises where the local authority / governing board have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and the cost, or a proportion of the costs, for teaching staff employed to provide 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.

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.

### **Examination Fees**

- (i) Where a student has not been prepared for a public examination by the school, the Governing Board may make a charge for the cost of entering the student for the examination if previously agreed by the parents. Entries to non-prescribed examinations, whether or not prepared by the school, will also be charged. These charges may also include an amount relating to other costs, including (but not limited to) the cost of providing appropriate invigilation.
- (ii) If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee then the Governing Board may recover the fee from the parent.
- (i) Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school cannot be charged for. However, if the pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

### **Damages and Losses**

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour.

Charges may be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

### **Remissions**

The discretion to remit in whole or in part any charge, which may be made by the school, has been vested in the Headteacher.

Remission may be made on the grounds of educational considerations with regard to both the pupil and the school needs.

Under the Act no charges may be made for activities which form part of the syllabus for a prescribed public examination or the National Curriculum.

The Governing Board may waive all or part of the charges for the board and lodging element of a residential activity within school hours, where the parents of a student who would normally be liable but are receiving the benefits outlined under Residential Visits.

Remission may be made on the grounds of financial considerations with regard to both the pupil and the school needs.

Remissions may be made on a group or an individual pupil basis.