

*St Mary's C.E. (A) School*



**St. Mary's C.E. (A) Primary School**

Greenfield

**Charging and Remissions Policy for  
School Activities**

**2020**

**'We enjoy learning and achieving in a Christian environment'**

**St. Mary's C.E. (A) Primary School**  
**Greenfield**

**POLICY FOR CHARGING FOR SCHOOL ACTIVITIES**

**2020-23**

**Mission Statement**

'We enjoy learning and achieving in a Christian environment'

**Every Child Matters at St. Mary's**

St. Mary's wants every child to be healthy, stay safe, enjoy and achieve, make a positive contribution and achieve economic well-being. This policy has been written with careful consideration of the Every Child Matters Agenda.

**Healthy School Statement**

St. Mary's is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making choices about healthy lifestyles.

**Building Learning Power Statement**

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasises the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job. This policy was revised through a process of governor consultation in Autumn 2012.

This policy was approved and adopted by the Governing Body on ....

In accordance with the Policy review cycle, as outlined in the SIP, this Policy will be reviewed in Autumn 2023

**Equality Statement**

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation and Disability.

**Data Protection Statement**

The procedures and practice created by this policy have been reviewed in the light of our Data Protection Policy.

All data will be handled in accordance with the school's Data Protection Policy.

<b>Data Audit For This Policy</b>					
<b>What ?</b>	<b>Probable Content</b>	<b>Why ?</b>	<b>Who ?</b>	<b>Where ?</b>	<b>When ?</b>
Registration / Admissions Data	Name D.O.B. Address Telephone Medical Issues Parental Details	Legally Required To For Admission To School  Well-Being of Your Child  Communication	All Staff (Where Necessary)	Initially Completed On Paper Then Entered Onto School's Information Management System  Paper Version is Shredded	Held On File Throughout Child's Time At School  Passed Onto New School When Moving  Computer Retains Copy of Records in 'Archive'

As such, our assessment is that this policy :

<b>Has Few / No Data Compliance Requirements</b>	<b>Has A Moderate Level of Data Compliance Requirements</b>	<b>Has a High Level Of Data Compliance Requirements</b>
✓		

## **Introduction**

The aims of this policy are to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## **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 England.

## **Definitions**

**Charge:** a fee payable for specifically defined activities

**Remission:** the cancellation of a charge which would normally be payable

## **Roles and Responsibilities**

### **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 or the Headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Resources and Premises Committee.

### **The Headteacher**

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

### **Staff**

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 school will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents**

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

## **Where Charges Cannot Be Made**

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

## **Education**

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

### **Transport**

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil 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 pupils is being prepared for at the school
  - Religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **Where changes can be made**

Below we set out what we **can** charge for:

#### **Education**

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

#### **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 pupil is being prepared for at the school
  - o Religious education
- Examination entry fees (s) if the registered pupil has not been prepared for the examination at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils 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 pupils who do not wish to participate.

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

### **Music Tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil'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
- If the teaching is provided under the first access to the Key Stage 2

- instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

## **Residential Visits**

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

## **Voluntary Contributions**

As an exception to the requirements, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School trips
- Sports activities such as dance competitions
- Visiting workshops
- Shows
- Sports clubs outside of school hours

There will be no compulsory charge for such activities except in the case of board and lodging on residential visits. Voluntary contributions to cover costs of such activities, will be sought from parents. Should contributions not be forthcoming, and an appropriate alternative activity, that doesn't involve costs, cannot be found, then the activity cannot take place.

The Governing Body of St. Mary's Primary School believe that participation in these activities by pupils, is largely a matter of parental choice. Where they take place outside school hours e.g. as an 'extra-curricular' activity, parents will be expected to pay the whole cost of a pupil's participation and this cost may include:

- teacher expenses
- entrance fees
- insurance costs

Where these activities take place mainly inside school hours, then they will be open to all pupils, regardless of their parents' ability or willingness to pay. In these cases a voluntary contribution will be sought from parents, except that if a pupil travels directly from home to the activity, the parents will be expected to pay the cost of the travel. If the voluntary contributions so sought fail to cover the whole cost of that activity, then the activity will not take place.

It is an over-riding principle of the school that all activities should be available to all pupils and the Governors will endeavour to support pupils in cases of genuine financial difficulty. Such cases will be considered by a sub-committee consisting of

- the Chair of Resources
- the Headteacher

- the Inclusion Manager
- one parent governor.

In some cases the Governors offer support in encouraging the family to approach Hawkyard and Whitehead Trust who are able to look at the case and assess if the family are able to receive money to enable the child to take part in the visit.

### **Remissions Policy:**

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

### **Remissions for residential visits**

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

- income support
- income-based jobseeker's allowance
- income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on
- Universal Credit

### **Lettings**

The school is currently let to families for private parties and a range of out of school club providers during most school holidays. Any applications to let the school on a regular basis are welcomed and will be considered by the Governing Body at a charge of £15.00 per hour subject to suitable references and CRB clearance.

### **Payment For Damage To School Property.**

Parents will be expected to pay the replacement cost of school property which has been damaged by a pupil through negligence or maliciousness.

Signed: *R Broadhurst*

Date: Autumn 20

Chair of Resources Committee

Policy Review: Autumn 2023