



St Antony's Roman Catholic School

Respect † Love † Integrity † Service † Resilience

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Charging & Remissions Policy

Rationale

The purpose of this document is to outline the school's position on charging and remission for school activities and school visits.

Aims/Objectives

School governing bodies cannot charge for education provided during school hours (including the supply of materials, books etc.) The school policy is to follow the specific government advice for Charging for School Activities Document, Department for Education, May 2018: <https://www.gov.uk/government/publications/charging-for-school-activities>

Policy and Procedures

General Guidelines

In general, no charge can be made for admitting pupils to schools where education is provided wholly or mainly during normal school hours. It is therefore not possible to levy a compulsory charge for transport, or admission costs to museums for example, during school hours.

Voluntary Contributions

School can ask parents/carers for a voluntary contribution towards the cost of:

- Any activity that takes place during school hours
- The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents would like their child to bring home the finished product.
- School funds in general

Any contribution must be genuinely voluntary, with any pupil of parent/carers who are unable to or unwilling to contribute will not be discriminated against. Where there are not enough contributions to make an activity viable, and there is no way to make up the shortfall, then the activity may be cancelled.

Trips & Residential Trips

Schools will charge for the cost of board and lodgings during residential school trips. The cost will not be more than the actual cost of the provision.

Where a trip takes place during school hours, pupils whose parents/carers are in receipt of certain support payments will be entitled to the remission of these charges. A similar entitlement will apply where a trip takes place outside of school hours, but is necessary as part of the National Curriculum, or forms part of an examination that school is preparing pupils to sit or the syllabus for religious education.

Public Exams

Charges cannot be made for entering pupils for public exams that are set out in regulations. However, an exam entry fee may be charged for if:

- The exam is on a set list but the pupil was not prepared for it at the school
- The exam is not on the set list, but the school arranges for the pupil to take it
- A pupil fails without good reason to complete the requirements of the public exam, where the school paid or agreed to pay the entry fee.

Peripatetic Music Lessons

Where instrumental lessons are offered, outside of the curriculum, school may charge for them. The charge will not exceed the cost that the school is charged for these lessons.

Activities that will be charged for at St Antony's:

- Activities and excursions which take place outside of normal school hours or are not part of the curriculum
- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them

Remissions:

The circumstances in which the above charges **might** be remitted or reduced would be dependent upon the specific ring-fencing of a grant or funding pot that could be used to fund a remission. This would be determined on a case by case basis, for example, if the Pupil Premium were to be used to fund a specific excursion then the school would follow the guidelines in relation to the use of the Pupil Premium. There is no 'automatic' assumption that any charges will be remitted for any pupil, any remission of charges is at the discretion of the school/governors.

Charging & Remission Policy

Details of provision	Policy
Residential courses in school time with board and lodging costs only	Parents/carers are required to meet the full cost, except for those who may be in receipt of certain support payments
Activities outside school hours that are not within the National Curriculum	Parents/carers to meet the full cost
Individual music tuition	School may bring in outside tutors to provide music tuition at a cost to parents/carers. Charges will not be made if these lessons form part of the National Curriculum or public examination requirement
Dual exam entry	Charged to parents/carers
Exams not on the prescribed list, arranged by school	Charged to parents/carers
'Wasted' exam entries	Parents/carers will be charged for wasted exams, without a reason acceptable to School
Ingredients/materials for practical subjects	Parents/carers are encouraged to provide materials for practical subjects, but no pupil will be disadvantaged because of inability/reluctance to pay
Loss of school equipment, books etc	Parents/carers may be expected to replace or purchase lost items
Breakages and damage to school buildings, furniture or property	Parents/carers to be made aware of any wilful damage to school buildings or property and may be charged for repair/replacement

Review frequency – 2 years.

Approval – Governing body free to delegate to a committee of the governing body, an individual or the Headteacher.