

St. Margaret Mary's Catholic Junior School



Charging and Remissions Policy

October 2023

Review Date: October 2024

Signed by:

Signature:

Date:

At St. Margaret Mary's Catholic Junior School we pride ourselves on our bespoke curriculum which has been designed by our children, governors, community and staff to ensure that learning experiences are rich and balanced. Throughout our curriculum and everything that we do here in school, we ensure that follow our mission statement of '*Loving, Learning and Growing together with Jesus*'.

Overview

This document is a statement of the aims, principles and strategies in relation to the charging for school activities and any potential remissions. This is implemented in accordance with government legislation and the mission statement of our school.

Aims

The Governing Body recognises the valuable contribution that the wide range of additional activities, including excursions, residential experiences and clubs can make towards personal and social education. Our school aims to promote and provide such activities both as part of a broad and balanced curriculum and as additional 'optional' activities.

This document is clear in that no charges will be made that are not included in our governor approved charging policy. The policy provides details of the optional extras or board and lodging that may be charged for; and any potential remissions.

Our policy statement takes into account each type of activity that can be charged for and explains when charges will be made. If a charge is to be made for a particular type of activity, for example optional extras, parents will be informed how the charge will be worked out and who may qualify for help with the cost by remission.

Any remissions are set out as circumstances in which the school may propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with our charging policy.

Charging and Remissions

Our school, subject to the limited exceptions referred to in this advice, will not charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

Our school will ensure that we inform parents on low incomes and in receipt of the benefits listed in this document of any potential support available to them when being asked for contributions towards the cost of school visits.

In line with legislation our school **will not** charge for:

- An application as part of any admissions process.
- 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.
- Any instrumental/vocal tuition, whether learning individually or in groups, unless the tuition is provided at the request of the pupil's parent. (refer to music tuition section).
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

In line with legislation our school can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own.
- Optional extras (see below);
- Music and vocal tuition (please refer to 'Music Tuition' below);

Optional extras

Our school may charge 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.

- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club (£2 per session), after-school clubs (£7 per session), tea and supervised homework sessions).

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 and the cost of buildings and accommodation.
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the 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. However, our school retains the right to cancel optional extra's if the full cost is not met.
- Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will 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.

Voluntary contributions

Nothing in legislation prevents our school from asking for voluntary contributions for the benefit of the school or any school activities. However, any activity may not go ahead if the activity cannot be funded without voluntary contributions, our governing body or head teacher will make this clear to parents at the outset. Our governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it may be cancelled. Our school will ensure that it make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit.

Our school will make it clear to parents at the outset what their policy for allocating places on school visits will be and when making requests for voluntary contributions, our parents will not be made to feel pressurised into paying as it is voluntary and not compulsory.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The charges for music tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

In our school this service is provided by external company and any agreement of payment is between the provider and the parent/guardian.

Transport

Our school will not charge 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 our governing body has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school; and
- Transport provided in connection with an educational visit.

Our school may charge for:

- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education).

Residential visits

Our schools will not charge for:

- 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, 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 visit.

Our schools **can** charge for:

- Board and lodging, however the charge must not exceed the actual cost.
- When we inform parents about a forthcoming visit, we will make it clear if parents whose child is disadvantaged **may be** exempt from paying the cost of board and lodging.

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.

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

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

Equal Opportunities and Inclusion

At St. Margaret Mary's Catholic Junior School we plan to provide for all pupils to achieve, including boys and girls, higher achieving pupils, gifted and talented pupils, those with SEN, pupils with disabilities, pupils from all social and cultural backgrounds including those who are Pupil Premium, Looked After Children and those who are subject to safeguarding, pupils from vulnerable groups and pupils from different ethnic groups and those from diverse linguistic backgrounds.

Linked Policies

Financial Rules and Regulations, Educational Visits, Lettings and Health and Safety.

Outcomes and impact:

St. Margaret Mary's Catholic Junior School is committed to implementing a fair and transparent charging and remissions policy for all our community.