



**OLSJ**  
OUR LADY + ST JOSEPH  
CATHOLIC PRIMARY SCHOOL

***CHARGING & REMISSIONS POLICY***  
***OUR LADY & ST JOSEPH CATHOLIC PRIMARY***  
***SCHOOL***

PREPARED BY: P Devereux

APPROVED BY: Governing Body

DATE: October 2016

REVIEW DATE: October 2018

CHECKED DPO: April 2018



**OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL**

**CHARGING AND REMISSIONS POLICY**

**This Charging and Remissions Policy has been approved and adopted by the Governing Body on 05/10/2016 and will be reviewed on 05/10/2018.**

**Signed by Chair of Governors: Teresa Parker**

**Signed by Headteacher: Patrick Devereux**

**Introduction**

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

This policy is monitored by the governing body, and will be reviewed annually or earlier if necessary.

**Prohibition of Charges**

The Governing Body recognises that the legislation prohibits charges for the following:

- Admission to Our Lady and Saint Joseph Catholic Primary School
- 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;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
- Education provided on any trip that takes place during school hours;
- Education provided on any trip 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 the schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 body or local education authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when the child has been prepared for that examination at school;
- Transport provided in connection with an educational trip
- The school can charge for any material, instruments or equipment, where the child's parent wishes to own them.



### **Voluntary contributions**

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

The following is a list of additional activities, organised by the school, which may require voluntary contributions from parents. These activities are known as 'optional extras'

- Visits to museums;
- Sporting activities which require transport expenses;
- Outdoor adventure activities;
- Musical events.

### **Materials for Art and Design & Design and Technology**

Where activities require the purchase of additional materials, not usually purchased via the curriculum budgets and where pupils will take the items produced home e.g. as a result of art, craft, technology or cookery lessons), a charge may be levied for the cost of the materials used.

### **Residential visits**

We do 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.

We may charge for:

- board and lodging and the charge must not exceed the actual cost.

### **Activities Outside School Hours**

There is no charge for the school's Breakfast club or After-school care.

- Breakfast Club: This starts at 7:45am. The latest children can arrive for Breakfast Club is 8:15am. School gates will close between 8:15am and 8:50am which means that children will not have access to the school
- After-school care: This runs between the hours of 3:30pm and 5:30pm.
- After school clubs run by teachers are also free of charge. If a teacher requires resources which are not usually provided by the school, a voluntary contribution may be asked for.

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 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.

### **Non-residential visits**

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.

### **Music tuition**

All children study music as part of the normal school curriculum. We do not charge for this. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, providing the tuition is provided at the request of the pupil's parent. Charges will not exceed the cost of provision, including the cost of the staff who provide the tuition.

### **Remissions Policy**

Those parents in receipt of one or more of the credits below may:

- be offered assistance in paying for the trip
- be offered a longer period of instalments to enable their child to access the activity

<b>Free Remission Category</b>	<b>Evidence which needs to be sent to school as proof</b>
Income Support/Job Seekers Allowance (income based only)/Income Related Employment And Support Allowance; <b>or</b>	A copy of a letter from the Benefits Agency dated within the last 6 weeks.
Child Tax Credit (not Working Tax Credit) and have an annual income under £16,190, as assessed by the Inland Revenue(financial year 2016/17); <b>or</b>	A copy of the most recent Tax Credit notification from the Inland Revenue
Receive financial assistance under Part VI of the Immigration and Asylum Act 1999	A letter from the relevant Agency dated within the last 6 weeks.
Guarantee element of State Pension Credit	Most recent supporting document.

If the parent/guardian of a pupil is in receipt of support as detailed above, charges in respect of board and lodging, materials, and activities outside school hours may be remitted in full or part depending on the extenuating circumstances.

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

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.



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### **Refunds**

No refunds will be paid if a pupil is unable to attend a trip or activity as the activity will have been costed on the assumption that each member involved makes the necessary voluntary contribution to cover costs.

### **Damage/Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.