



## **Charging and Remission Policy**

### **Mission Statement**

"I called you by your name, you are mine." Isaiah 43

The mission of our school is to support and further the teachings of Christ and His Church.

We welcome and embrace individuals of all abilities and cultural backgrounds.

We aim to enhance and celebrate their moral, physical, social and emotional development, so that they may reach their full potential in an atmosphere of stability, care and respect.

We believe that education is for all and in partnership with parents, carers, children and the wider Catholic community: we will strive and succeed in a wholly inclusive setting.

This policy was adopted: October 2017

The policy is to be reviewed: October 2018

Written by: Louise Prestidge

**The policy has been written in accordance with:**

**DFE Charging for School Activities October 2014**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/514619/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf)

**and**

**Council for Learning Outside the Classroom**

<http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

## **Purpose**

The purpose of the policy is to ensure that during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 8.55am - 3.30pm.

## **Roles and Responsibilities**

The Headteacher will ensure that the following applies:

### **During the school day**

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge (although a voluntary contribution could be requested).

In the case of music tuition charges may 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. Charging will not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme.

No pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently, to any child of a contributing parent. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

### **Optional activities outside of the school day**

There will be a charge for optional, extra activities provided outside of the school day, for example the morning "Breakfast Club" and the "After School Club". Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Education partly during the school day**

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**

Charges will be made for board and lodging, except for pupils whose parents are in receipt of:

- Universal Credit in prescribed circumstances
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27 October 2008.

Parents will need to demonstrate receipt of the listed benefits to be exempt from paying the cost of board and lodging.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated.

### **Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Arrangements for monitoring and evaluation**

The Resource Committee will monitor the impact of this policy by receiving on a three times a school year basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies .