



**St Cuthbert's
Catholic High School**

Live life in all its fullness

Charging and Remissions Policy

2017 - 2018

Person responsible for Policy:	Business Manager/Senior Leadership Team
Committee responsible for Policy:	Finance, HR & Premises
Date To Governors:	14 November 2017
Date Agreed:	September 2017
Review Due:	September 2018 and annually thereafter
Is this Policy to appear on school website:	Yes

Charging and Remissions Policy

Charging for School Activities

The Governors and staff of St Cuthbert's Catholic High School believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded on the front sheet of the document.

The policy identifies activities for which -

- No charges will be made.
- Voluntary contributions may be requested.
- Charges may be made.
- Charges may be waived or subsidised.

No charges will be made for -

- 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Tuition for students learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Entry for a prescribed public examination, if the student has been prepared for it at the school.*
- Examination re-sit(s) if the student 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 student is being prepared for at the school, or part of the school's basic curriculum for religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying students on an activity or trip.
- Transport provided in connection with an educational visit.

* If a student fails, without good reason, to meet any examination requirement for a syllabus a charge will/may be made.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. The Governing Body aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the School and as additional optional activities. However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the School: The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

Voluntary contributions

The school may seek voluntary contributions in order to offer a wide variety of experiences to students. All requests for voluntary contributions will emphasise their voluntary nature and the fact that students of parents/carers who do not make such contributions will be treated no differently from those who have.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers from the outset. If insufficient contributions are received, the activity or trip may have to be cancelled and contributions received returned.

No student will be excluded from an activity because his or her parents/carers are unable or unwilling to make a voluntary contribution and will still be given an equal chance to participate.

Charges may be made for –

- Any materials, books, instruments or equipment, where the parent/carer wishes their daughter/son to own them.
- Tuition for students learning to play musical instruments (or singing) if the tuition is not required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school.
- Optional extras:
 - education provided outside of school time that is not:
 - part of the National Curriculum;
 - part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
 - part of religious education;
 - examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
 - transport that is not required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education; and
 - board and lodging for a student on a residential visit.
 - Services of visiting performers
- Willful damage to school property.
- Bank charges incurred in respect of returned cheques.

Any charges made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not therefore

include an element of subsidy for any other students wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement therefore will be a necessary pre-requisite for the provision of an optional extra where charges will be made.

Residential Visits

School 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 student is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

School may charge for:

- board and lodgings and the charge will not exceed the actual cost.

When the school informs parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of one the benefits outline in **Appendix A** will be exempt from paying the cost of board and lodging.

Remissions

In order to remove financial barriers from students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This Remissions Policy sets out the circumstances in which such charges may be waived/subsidised –

- Parents/carers who can prove they are in receipt of the benefits as listed in **Appendix A**.
- Other circumstances at the discretion of the Headteacher

Assistance to Parents

Where family income is limited, there are various forms of help available to parents. This is an entitlement and not charity and parents are encouraged to make use of these facilities where applicable. Confidential advice will always be given by staff at the School.

Examples of assistance to parents are:

- Free Meals – where a family is in receipt of Income Support. Applications can be made to the Unified Benefits department at the LA.
- Travel Claims – assistance may be given for students living over 3 miles from School and for students whose parents are on low income – further information from the LA.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines –

- Where possible we shall publish a list of visits at the beginning of the school year so that parents/carers can plan ahead.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

Allocation of places

Where the number of students wishing to take part exceeds the number of places available, a computerised random name generator will be used to allocate places.

Lettings and Use of the Sports Facilities

The school provides facilities that can be used by the local community. These facilities are operated on behalf of the school by School Lettings Solutions. Any profit generated is spent on the purposes of the school and or on community facilities.

School Buildings

The hiring of School facilities for community use is available and an up-to-date Scale of Charges is available from the Main School Office on request. Appropriate VAT charges applicable.

All of the above, agree to delegate responsibility to the Headteacher for the collection of charges.

This policy is to be used in conjunction with the Guidance for Charging for School Activities produced by the DfE (revised October 2014). Click [here](#) to open government guidelines for schools

Reviewed:

Governing Body:

Appendix A

If parents can prove that they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 Guarantee element of State Pension Credit;
- Child Tax Credit, providing you are **not** entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue and Customs) not exceeding £16,190;
- Universal Credit; or
- Working Tax Credit 'run on', the four-week payment you may receive after you stop qualifying for Working Tax Credit.