



ST PETER'S CATHOLIC PRIMARY SCHOOL

"LIVE AND LEARN AS FRIENDS OF JESUS"

Charging and Remissions Policy

Prospect Road

Marlow

Buckinghamshire

SL7 2PJ

Telephone: 01628 472116/7

E-mail: office@stpetersrc.bucks.sch.uk

Website: www.stpetersschoolmarlow.org.uk

Charging and Remissions Policy

Mission Statement

“Live and learn as friends of Jesus”

We aim to:-

Live together in our school family where everyone cares for each other.

Learn together in a happy, safe school where everyone tries their best and we celebrate each other’s achievements.

As friends of Jesus say sorry, support and forgive each other. We help those in need and respect other people’s beliefs and cultures

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupils education. The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the Governing Body to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school handbook for parents and published on the school website. The school must also comply with the Buckinghamshire County Council Scheme for Financing Schools, Finance Section F7 Charges for Educational Activities. There are two types of financial contributions for which parents can be asked in relation to educational activities: • Voluntary contributions; and • Permitted charges. They have different limitations as set out below.

Voluntary Contributions:

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should 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 must be cancelled. Schools must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. St. Peter’s does not

send colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

Permitted Charges:

Permitted charges are a direct request to cover certain costs involved with a school activity or visit. No charge will be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge will be made for any education provided outside of school hours if this forms part of the syllabus for a public exam, or as part of the National Curriculum or religious education (non-chargeable education). A charge may be made however for board and lodgings on any residential educational visit (subject to the provisions of the LA and this school's remissions policies).

1. **Materials & Textbooks** Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

2. **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. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition. 7 The regulations make clear that charging may 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. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

3. **Residential Activities/Activities Outside School Hours** If the activity is held outside school hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but will not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents will not include any cost added to subsidise parents of children who are unwilling or unable to pay the charge. When is an activity held in school hours? 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. Example 1: Visit during school hours Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours. Example 2: Visit outside school hours Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

4. Examination Entries A charge will be levied in respect of examination entries for pupils where the school has not prepared the pupil for the examination. A charge will be levied in respect of examination entries for pupils where: - the school has prepared the pupil for the examination; and - it considers that for educational reasons the pupil should not be entered; and - the pupil’s parent/guardian wishes the pupil to be entered In these circumstances, if the pupil subsequently passes the examination, the school may refund the cost. A charge may be levied for pupils re-sitting an examination. A charge will be levied where a pupil fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.

5. 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.

6. Lettings The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by Finance Committee and approved by the Governing Body. Hirers will be invoiced in advance of the letting, each invoice detailing the date and invoice number together with the amount due and the payment terms. Payment terms will be set as “within 14 days of the date of the invoice”. Acceptable payment methods are cash, cheque or bank transfer. A receipt will be issued to the hirer upon receipt of payment. The Office Manager will monitor invoices and receipts on a regular basis to identify those that have exceeded the payment terms. In the event of non-payment, the Office Manager will contact the hirer initially by email/ letter and a copy invoice will be attached. If payment is not received within 14 days of the date of the letter, an approach will be made by telephone or in person. If payment is not received within 60 days of the date of the invoice, then consideration will be given to the termination of the lettings agreement. Uncollectable debts of £1000 or more can only be written off by the Head of Finance at Bucks County Council. For amounts less than £1000, the Governing Body will give consideration to the writing off of the debt.

8. Other charges The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services

9. Remissions Policy Where non-chargeable education is provided during a residential visit, then the parents of a pupil who is eligible for free school meals shall receive a complete remission of any charges that would otherwise be payable in respect of board or lodgings. Under current regulations children whose parents receive the following support payments are eligible for free school meals:

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 guaranteed element of Pension Credit

Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)

Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit

Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

If your child is eligible for free school meals, they'll remain eligible until they finish the phase of schooling (primary or secondary) they're in on 31 March 2022.