

# St. Andrew the Apostle Catholic Primary School



## Charging and Remissions Policy

*Succeeding Together in Faith and Love*

## **General Charging and Remissions Policy for School Activities**

This policy complies with the legislation in force.

*(The definition of a parent / carer is a parent / carer or an adult with legal parental responsibility)*

### **The Policy**

#### **General Points**

- 1.1. The charging policy of St. Andrew the Apostle Catholic Primary School is determined by the Governing Board and may differ from that of Knowsley Local Education Authority.
- 1.2. This policy will be reviewed annually to ensure compliance with legislation and to reflect the decisions of the Governing Board.
- 1.3. No charge is made for admitting pupils to St. Andrew the Apostle Catholic Primary School.
- 1.4. Where education is provided wholly or mainly during school hours, it is provided free of charge. Thus such activities as swimming lessons in school hours are provided free of transport or admission charges.
- 1.5. NOTE - The school hours are decided by the Governing Board each year and freely published.
- 1.6. Where supplementary activities are offered, which are not part of the syllabus, then charges may be made.

#### **2. Voluntary Contributions**

- 2.1. The Head teacher or Governing Board may ask parents / carers for voluntary contributions towards:
  - 2.1.1. Any activity which takes place within school hours
  - 2.1.2. School equipment
  - 2.1.3. School funds generally
- 2.2. These contributions are completely voluntary. The pupils of parents / carers who are unable or unwilling to make contributions will not be discriminated against. However, where there are insufficient contributions to cover the cost of the activity, the activity may be cancelled.

#### **3. Residential Trips**

- 3.1. The charges for residential trips will conform to the requirements of the Education Act 1996. Thus the school will not charge parents / carers who receive:
  - 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 State Pension Credit
  - Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit
- Universal Credit, provided they have an annual net earned income not exceeding £7,400 (£616.67 per month)

3.2. No charges will be made in respect of fees for residential trips which are part of a syllabus for a prescribed public examination (SATs), or are part of the National Curriculum or the syllabus for religious education.

3.3. Voluntary contributions will be requested.

#### **4. Instrumental Music Lessons**

4.1. A charge may be made for instrumental music tuition for up to and including four pupils unless the tuition forms part of the syllabus for a prescribed public examination (e.g. SATs), or is part of the National Curriculum or the syllabus for religious education.

#### **5. Public Examinations**

5.1. No charge will be made for entering pupils for public examinations that are set out in regulations. However, pupils may be charged if:

- 5.1.1. they were not prepared for the examination by St. Andrew the Apostle Catholic Primary School,
- 5.1.2. the examination is not on the set list or
- 5.1.3. the pupil does not, without good reason, conform to the requirements of the examination.

5.2. Charges may be made for preparing a pupil for tuition, and also for other costs, if a pupil is prepared outside school hours for an examination that is not set out in regulations.

#### **6. Use of School Buildings**

St Andrew's do not at present have any external providers. Should the need arise a charge will be levied in line with guidance from audit.

### **The Arrangements**

#### **Where charges are to be made :**

A letter will be sent to the parents / carers of the pupil giving details of the proposed charges. These details could include:

- The activity to be charged
- The details of the charge
- The time by which the charge must be paid
- Any remissions (exemptions) allowed against the charges. The parents / carers will be required to demonstrate that they meet the remissions conditions.
- Reference to the St. Andrew's School Activities Charging and Remissions Policy
- Wraparound provision - £19 including lunch and a snack
- Extended childcare (with 30 hours eligibility) – Lunchtime cover £5 including a school dinner £3 with a packed lunch
- Breakfast Club / After School Club – Charges to be reviewed annually. Charges at present are: Breakfast Club £3.50. After School Club - £7.00 and £3.00 for the first and second sessions respectively.

#### **Where voluntary contributions are to be requested**

A letter will be sent to the parents / carers of the pupil giving details of the request. These details could include:

- Details of the activity to be charged
- The details of the charge
- The time by which the charge must be paid
- A statement that there is no obligation to make any voluntary contributions and that there will be no discrimination against those unable or unwilling to make a contribution
- A statement that if sufficient contributions are not received then the activity may be cancelled.
- Reference to the St. Andrew's School Activities Charging and Remissions Policy

### **Records**

As part of the St. Andrew the Apostle's school financial procedures, records will be kept of:

- All charges made and monies received.
- All requests for voluntary contributions and monies received.
- The way such monies were spent or passed on.
- All activities cancelled through lack of contributions.

Ratified by the Governing Board at the meeting held on 29.01.20.

## **APPENDIX 1**

### **The Education Act 1996**

#### **Chapter 56**

Précis of sections concerning charging and relevant to St. Andrew's school.

Section 450 – No charge may be made in respect of admission to St Andrew's School as it is a maintained school

Section 451 – No charge is made for education provided within school hours. However, tuition in playing a musical instrument, which does not form part of a school syllabus, may carry a charge. Where the education is provided for the pupil outside school hours, no charge may be made if the tuition is required as part of a recognised school syllabus.

Section 452 – Where a period allowed for any educational activity falls partly during school hours, then:

- if 50% or more of the time (including any connected school travelling time) falls during school hours, then the whole time period shall be deemed to be 'school hours'.
- if less than 50% or more of the time (including any connected school travelling time) falls during school hours, then the whole time period shall be deemed to be 'out of school hours'.

For residential educational trips:

- if the number of school sessions taken up by the trip is equal to, or greater than 50% of the number of half days spent on the trip, any education provided outside school hours shall be treated as being provided within school hours.
- if the number of school sessions taken up by the trip is less than 50% of the number of half days spent on the trip, any education provided outside school hours shall be treated as being provided outside school hours.
- where 50% or more of a half day is spent on a residential trip, the whole of that half day shall be treated as spent on the trip.
- The school is allowed to make a charge in respect of board and lodgings for a registered pupil on a residential trip.

Section 453 – No charge may be made for the entry of a registered pupil for a prescribed public examination for which the pupil has been prepared at the school.

NOTE - There is an exemption which allows a charge to be made if the pupil fails without good reason to meet any examination requirement for that syllabus.

Section 454 – Exempts the pupil from paying for books, equipment etc. which are necessary for the syllabus.

Also exempts the pupil from paying for transport required to fulfil the syllabus or required for an educational activity which must be provided free of charge.

Section 455 – Allows a charge (a regulated charge) to be made for educational activities (optional extras) unless this is prohibited by the earlier sections.

Section 456 – The regulated charge shall be payable by the parents of the pupil.  
It shall not exceed the cost of the provision of the optional extra or the board and lodging in question.

Appropriate proportions of the cost of the provision of materials, non-teaching staff or teaching staff associated with the activity may be charged.

The cost of provision of teaching staff may also be charged.

Any funds made available by the LEA of the Governors must be taken into account when apportioning charges.

Section 457 – The Governing Board must determine a charging policy within the framework of the legislation, for the activities for which they propose to make a charge.

This policy must be kept under review.

No charges may be made unless such a policy is in place.

The policy must also set out any circumstances in which they propose to remit (the remissions policy) any charge due under the terms of the policy. The remittance may be the whole or a part of the charge.

The remissions policy must provide for the complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if:

- Section 451 provides an exemption  
i.e. the matter to be charged is essential to the syllabus
- The pupil's parents are in receipt of:  
Income support  
Family credit  
Income based jobseeker's allowance  
Disability work allowance

Section 458 – Concerns charging for board and lodging in a residential school.

Section 459 – Requires that the governing board, or the head teacher, make available (either generally or to prescribed persons, as laid down in the regulations), the information on school hours and the charging policy.

Section 460 – Allows the governing board to ask for voluntary contributions to pay for school activities. However, the terms of the request for contribution must make it clear that:

- There is no obligation to make any contributions
- Registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

Chapter 56 does not relate to any charges made by persons other than the governing board or the local education authority or to charges to be paid by persons other than the pupil or the parents of the pupil.

Section 461 - Concerns the recovery of charges made under sections 455 and 458 as a civil debt.

Section 462 – Definitions which include:

Residential trip:  
any trip which is arranged for registered pupils at the school by or on behalf of the governing board and,

Which requires the pupils taking part to spend one or more nights away from their usual overnight accommodation.

**The Education (Schools Sessions and Charges and Remissions Policies)  
(Information) (England) Regulations 1999  
SI 1999/2255**

Précis of sections relevant to St. Andrew the Apostle Catholic Primary school.

- The Head teacher must make available to parents / carers of pupils in the school, and to other persons, the times at which each school session begins and ends on a school day and, the particulars of the charging and remissions policies determined by the Governing Board of the school under section 457 of the 1996 Education Act.
- Copies of the information shall be provided at the school for inspection by parents and other persons at all reasonable times on a school day and for distribution without charge to parents on request

NOTE – This legislation also requires that the Local Education Authority (Knowsley Metropolitan Borough Council for St. Andrew the Apostle Catholic Primary school) also publishes a similar policy and makes it available without charge.

(This legislation requires each school to define its own 'school hours'. These stated times are used by the Education act to determine whether a charge may be made).

**References and sources :**

The 1996 Education Act - Chapter 56

The Education (Schools Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 – SI 1999/2255

DFES Guidance Notes

[www.dfes.gov.uk/schoolgovernors/index.shtml](http://www.dfes.gov.uk/schoolgovernors/index.shtml)

[www.dfes/governor/publications.htm](http://www.dfes/governor/publications.htm)