

CHARGING & REMISSIONS POLICY

‘Seek Ye First the Kingdom of God...’

Matthew 6.33

At St Patrick's Catholic College our aim is to provide a high quality education based upon the teachings of Christ; where all pupils are valued members of our community and able to develop their talents to the full.

True Catholic education is concerned with academic success and is also about helping all young people to grow and appreciate their own worth and value. It is our responsibility to help pupils realise their dignity and discover their own purpose.

We acknowledge that each person is a unique individual and strive to respect each individual irrespective of circumstance, gender, race or creed. We will encourage everyone to develop their unique personality and educate the whole person within a loving and caring Christian environment. To this end we will promote a happy and caring environment within which each individual can develop their potential to the full. It is the intention of the school to ensure that we offer as many learning opportunities as possible for our young people in their lifetime at the school.

Introduction & Aim

This policy has been formulated in accordance with Sections 449-462 of the Education Act 1996 and subsequent guidance from the DfES, the latest being *Charging for school activities (October 2014)* .

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

Responsibilities

The Local Management Board of St Patrick's Catholic College are responsible for determining the content of the policy and the Headteacher for its implementation. Any charging/remission decisions in respect of individual parents will be considered jointly by the Headteacher and the Resources Committee of the Local Management Board.

This policy will be monitored by the Resources Committee of the Local Management Board.

Prohibition of Charges

The Local Management Board of St Patrick's recognises that the legislation laid down in the Education Act 1996 prohibits charges for the following:

- 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 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;
- 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. However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, then the fee can be recovered from the pupil's parents.
- Education provided on any trip that takes place during school hours¹;
- 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 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 authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the Local Management Board or local authority has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- Transport provided in connection with an educational trip.

Charges

The Local Management Board may make a charge that does not exceed the actual costs for the following:

- (a) board and lodging on residential visits;
- (b) the proportionate costs for an individual child of activities mainly or wholly outside school hours ("optional extras") to meet the costs for :
 - a. travel
 - b. materials and equipment
 - c. non-teaching staff costs
 - d. entrance fees
 - e. insurance costs;
- (c) individual tuition in the playing of a musical instrument provided that the tuition is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school;

¹ See Section 452 of the Education Act 1996 for guidance on what counts as during school hours

- (d) re-sits for public examinations where no further preparation has been provided for the school;
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school;
- (f) any materials, books, instruments or equipment where the child's parent wishes him/her to own them;
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of up to 50% of the charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal Credit in prescribed circumstances²
- Income Support
- income-based Jobseeker's Allowance (IBJSA)
- support under Part VI of the Immigration and Asylum Act 1999
- the Guarantee element of State Pension Credit
- Child Tax Credit, provided they are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- An income related employment support or allowance that was introduced on 27 October 2008

Voluntary Contributions

There is nothing in legislation that prevents St Patrick's or any school from asking for voluntary contributions to benefit the school or any school activities.

The Governors of St Patrick's have decided that parents may be invited to make voluntary contributions towards specific activities. If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear at the outset.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge and that there is no obligation to make any contribution.

The Governors wish to also make it clear that 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.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

² The government plans to prescribe the circumstances when Universal Credit is fully rolled out

Review

This policy will be reviewed annually during the spring term by the Governors Resources Committee, on behalf of the full Local Management Board.

Reviewed & amended: **May 2016**
To be 'Approved by Governors': **July 2016**
Review Date: **May 2017** (or sooner if necessary)