

# St Vincent De Paul R.C. Primary School, Knutsford

## Mission Statement:

*Believe, Trust and Be Ready*

*“That they may have life, and to the full” John 10:10*



## Charging and Remissions Policy

Policy Date: December 2024

Review Date: December 2027



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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

Responsibility for approving the charging and remissions policy has been delegated to the Finance Premises & Personnel committee.

Monitoring the implementation of this policy has been delegated to the Finance Premises & Personnel committee.

## 4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

## 4.4 Parents/carers

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 Education

- Admission applications
- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer
- 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

### 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 5.3 Residential visits

- 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra that is to be charged for.

### **6.3 Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- school trips
- residentials
- sports activities
- visitors into school – theatre groups, animals etc

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The school will charge for the following activities:

- before and after school provision (independent providers)
- after school clubs (independent providers)
- school trips
- residentials
- visitors into school – theatre groups, animals etc

For regular activities, the charges for each activity will be determined by the governing board and reviewed annually. Parents/carers will be informed of the charges each year.

## **9. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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.
- 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)

## **10. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Finance, Premises & Personnel Committee.

The appendix A will be reviewed annually.

## Charging and Remissions Policy

No.	Income Activity	Approved Charge
1	Music Tuition	<ul style="list-style-type: none"> <li>Year 4 Wider Opportunities Music Tuition – costs to be paid by the school. This is currently supplied by ‘Love Music Trust’.</li> <li>Year 5 Continuation Music Tuition – paid for by parents/carers.</li> </ul>
2	Adult Education	<ul style="list-style-type: none"> <li>Currently no adult education is done on site, but should it commence charges would be as per LA recommended “Schools Lettings Charges”.</li> </ul>
3	Other Casual Lettings	<ul style="list-style-type: none"> <li>Pre-School charge is set at £2000 per term</li> <li>Health professionals who assist children with special needs in school – no charge.</li> <li>DR Sports Holiday Club charge is set at £60 per day.</li> <li>After School Clubs is set at £5 per club, per hour.</li> <li>External use of the school field is set at £10 per 2 hour session.</li> <li>Classroom/Lodge charge is set at £50 per full day.</li> <li>Currently no other casual lettings are done, but should they commence, they would be as per LA recommended further guidance by Cheshire East.</li> </ul>
4	Personal Photocopying (for staff)	<ul style="list-style-type: none"> <li>5p per black &amp; white copy.</li> <li>10p for colour copy.</li> </ul>
5	Educational Visits	<ul style="list-style-type: none"> <li>The actual cost for the school trip (including educational activity cost and transport) rounded up to the nearest 10p.</li> <li>In compliance with the Education Act of 1996 all curriculum-based visits necessary to complete a given course are funded on a voluntary contribution basis. No child will be excluded from the activity or treated differently because they do not contribute, however if voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.</li> </ul> <p><b>Remissions:</b></p> <ul style="list-style-type: none"> <li>Pupils who attract the Pupil Premium will be entitled to a discount on the cost of the trip.</li> <li>Pupils who do not attract the Pupil Premium: Parents may request a discount on the price of the trip. The amount will be determined on a case-by-case basis after discussion with the Head Teacher. The funds for this will be drawn from the school budget.</li> </ul>
6	Swimming Lessons	<ul style="list-style-type: none"> <li>No cost for a swimming lesson will be levied.</li> <li>Costs for transport and any extra swimming instructors will be charged to parents – rounded up to the nearest 10p (via ParentPay)</li> </ul>
7	Educational Resources	<ul style="list-style-type: none"> <li>If the resource is used to raise standards the cost must be the responsibility of the school. If it is an optional or enrichment item, the cost can be passed onto the parents.</li> </ul>
8	Afterschool Activities	<ul style="list-style-type: none"> <li>Afterschool clubs/activities provided by teachers will be charged at a nominal fee, per club, depending on resources needed (via ParentPay).</li> <li>Afterschool activities provided by external companies are charged according to providers’ provisions and terms.</li> </ul> <p><b>Remissions:</b></p> <ul style="list-style-type: none"> <li>Pupil Premium Children: Parents can request financial assistance on the cost of the club.</li> </ul>

This schedule of charges has been discussed and agreed by the Full Governing Body at the meeting held on 3<sup>rd</sup> December 2024.

Approved by:



Mr M Dobson  
Chair of Governors



Miss B Groarke  
Head Teacher