St. Anne Line Catholic Junior School

Charging and Remission Policy

Reviewed : March 2025

ST. ANNE LINE CATHOLIC JUNIOR SCHOOL

Wickhay, Basildon
Essex. SS15 5AF

Charging and Remission Policy

Date of Policy:	March 2025
Date last review adopted by Governing Body:	January 2022
Date of next review:	March 2028

With Jesus, through the St Anne Line Way,
We Love, We Learn, We Share, We Pray.

Together, we grow Our School each day

Contents

1. Aims 2
2. Legislation and guidance 2
3. Definitions ..... **Error! Bookmark not defined.**
4. Roles and responsibilities 3
5. Where charges cannot be made 3
6. Where charges can be made 4
7. Voluntary contributions 5
8. Activities we charge for ..... **Error! Bookmark not defined.**
9. Remissions 6
10. Monitoring arrangements 6

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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.

4. Roles and responsibilities

4.1 The Governing Body

- The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher.
- The Governing Body also has overall responsibility for monitoring the implementation of this policy.
- Responsibility for approving the charging and remissions policy has been delegated to the Governing Body.
- Monitoring the implementation of this policy has been delegated to the Head Teacher.

4.2 Head Teachers

- The Head Teacher 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 Head Teacher 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 Head Teacher 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.
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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:

- **Any activity which takes place during school hours.**
- **Breakfast and After School Wrap Around Care**
- **School equipment.**
- **School funds generally.**
- **School Journeys in School Hours** - The board and lodging element of any residential activities deemed to take place within School hours.
- **Activities outside School Hours** - The full cost to each pupil of activities deemed to be optional extras taking place outside School hours at the discretion of the Head Teacher.
- **Individual Instrumental Tuition** - The cost to the pupil for providing individual tuition at the request of the parent/carer.
- **Charging in Kind** - The cost of materials, ingredients, equipment (or the provision of them by parents) where they are essentially required for full educational value to be gained from the activity and at the discretion of the Head Teacher. The Governing Body may charge for ingredients and materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

- **General** - The Governing Body may, from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes, the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils and stressing the valuable nature will require a request for a certain voluntary contribution from parents to cover costs if trips are to take place.

Where there are not enough voluntary contributions to make an activity possible, and there is no way to make up the shortfall, then it must be cancelled. There is no legal reason why a school should not invite parent/carers to make voluntary contributions towards the cost of providing activities within and outside of school hours.

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

Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of certain benefits, in addition to having a free school lunch entitlement, will also be entitled to the remission of these charges.

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 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).

10. Monitoring arrangements

The Head Teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Governing Body every three years, or sooner if necessary.

At every review, the policy will be approved by the Full Governing Body.

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**
  The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.
- **Standard B: The whole school community learns about the CRC**
  The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.
- **Standard C: The school has a rights-respecting ethos**
  Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.
- **Standard D: Children are empowered to become active citizens and learners**
  Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.