



Christ the King Catholic Primary School

Charging & Remissions Policy

R2

(Version 2 October 2018)

Reference 38

Success Criteria:			
Context/Aim To enable as many children as possible to experience the world beyond the classroom as an essential part of learning and personal development. We aim to provide a wide range of activities both extra-curricular and within school time.			
Monitoring Procedures:			
By Whom: School Business Manager	When: Every 3 years	How: Updating policy to take into account new legislation	
Evaluation:			
By Whom: Resources Governors Committee	When: Every 3 years	How: Minutes of meetings	
Version	Approved	Review Date	Additional Information
Version 1	February 2016	February 2019	-
Version 2	October 2018		Re-write

Key Personnel	
Head teacher:	Overall responsibility
School Business Manager:	Delegated responsibility

Vision Statement:
“Let the love of God shine through us by smiling and being gentle”
Head teacher

National Policies and guidelines
Document Title and date:
Provisions concerning charging for school activities can be found in sections 449-462 of the Education Act 1996 and in The Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 (SI 1999 No. 2255). DFE publication Charging for school Activities 2014

Other CTK Policies that relate to this Policy:

1. Responsibilities – Charging

- 1.1 No charges will be made for admission to Christ the King Catholic Primary School. Where education is provided wholly or mainly during school hours, it is free. We will not levy a compulsory charge for admission costs or visits to museums, etc. during school hours. Transport costs are deemed 'optional extras' and can therefore be chargeable.

The governing body of Christ the King Catholic Primary School will charge the full cost of any activities which take place mainly or wholly outside school hours and which are not part of a syllabus for a public examination, or are provided specifically to fulfil statutory duties relating to the National Curriculum or religious education. Sometimes the cost might be reduced by fund raising or subsidy.

Books and other materials are provided free of charge and remain the property of the school. However, charges will be made for optional revision guides supplied by the school.

The governing body may charge parents/guardians for ingredients or materials used in practical subjects such as art and cooking.

2. Residential Trips

- 2.1 The governing body will charge for the board and lodging costs of a residential visit where the education provided on that visit must otherwise be provided free. For exceptions to this policy statement please see **Remissions** below.
- 2.2 Once all expenses are paid should there be any surplus income from a residential trip totalling more than £10 per pupil, parents will be informed and invited to donate the amount to the school or request a refund.

3. Voluntary Contributions

- 3.1 The head teacher or governing body may ask parents for a voluntary contribution towards the cost of:
- any activity which takes place during school hours
 - school equipment (scientific calculator, dictionary, thesaurus etc.)
 - school funds generally.
- 3.2 The contribution will be genuinely voluntary, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

A standard paragraph in letters to parents regarding trips/events:

'We would invite a voluntary contribution from parents. No child will be excluded from such an activity because his/her parents cannot or will not contribute. Where there are not enough voluntary contributions to make an activity possible and we are unable to make up the shortfall, then it will be cancelled.'

4. Instrumental Music Lessons

4.1 Parents can request peripatetic instrumental tuition for their children but this is now a private arrangement between the peripatetic music teachers and parents. The school is no longer involved in these arrangements except where detailed under 'remissions'

5. Swimming

5.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents to cover the cost of transport. We inform parents when these lessons are to take place, and we seek the parents' written permission for their children to take part.

6. Broken or defaced equipment or damage to property

6.1 The governing body will charge parents/guardians the full cost of damage to school property, e.g. replacing a broken window or a defaced, damaged or lost book, including library books or piece of equipment where this is the result of a pupil's behaviour. Charges will be made if a pupil is responsible for damage to furniture, fittings or premises.

7. Remissions Policy

7.1 Exceptions to 2.1 are when parents /guardians receive the following benefits:

- Universal Credit
- Income Based Jobseekers Allowance (IBJSA);
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190;
- The guarantee element of State Pension Credit;
- An income related employment and support allowance;
- Working tax credit run-on – paid for 4 weeks after you stop qualifying for working tax credit

7.2 These parents must have board and lodging costs remitted to them if the trip takes place mainly during school hours. Fees for residential trips (rather than the cost of board and lodging) may not be charged to such parents even if the trip is outside school hours, but it forms part of the syllabus for a prescribed public examination (e.g. GCSE) or is part of the National Curriculum or the syllabus for religious education.

7.3 When informing parents about a forthcoming visit, Christ the King Catholic Primary School will make it clear that parents who can prove they are in receipt of the above benefits will be exempt from paying the cost of board and lodging

7.4 Parents/guardians should indicate to the Head teacher at Christ the King Catholic Primary School if they are in receipt of any government support and believe that the Remissions Policy should apply to them on a specific occasion.

7.5 Additionally, a discount may be given to those pupils in receipt of the Pupil Premium Grant who do not qualify under section 7.1 above. This is discretionary and assessed on an individual basis.

Signed:

Date:

This policy was approved by the Full Governing Body on: