



ST LOUIS CATHOLIC PRIMARY SCHOOL

# Charging and Remissions Policy 2019

## Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462 and the most recent guidance from the DFE 'Charging for school activities' May 2018

## Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the Head Teacher for implementation. Any determinations with respect to individual parents will be considered by the Head Teacher.

## Definitions

*Extended school provision* – provision of childcare outside the standard school day where it is optional as to whether the child attends.

*External Lettings* – letting to an organisation other than the school.

*Remission* – where a charge is not payable, either in full or in part.

## Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- Education and activities 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- 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 the schools basic curriculum for religious education;



- The level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey.
- Any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary.

## **Remissions**

Children whose parents are in receipt of the following support payments are automatically entitled to Free School Meals. The relevant support payments are:

- 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)

The school recognises that parents who receive Working Tax Credit are also on a low income and are likely to suffer financial hardship. The school tries to be flexible with any financial support it gives and any support is decided on a case by case basis at the discretion of the Head Teacher. This support could include partial or full funding of items such as:

- Outdoor Education residentials
- School uniform
- Education visits
- Music tuition

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- Educational visits (off site).
- Educational visits (on site).
- Plays and concerts.
- Charity events.
- Cost of cookery items

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- That the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- 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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

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

### **Hiring of Premises**

St Louis Catholic Primary School has a separate policy covering the hiring of our premises.

### **Safeguarding Children & Child Protection**

The Governing Body takes its duties regarding the safeguarding and well-being of children very seriously. Where a third party is responsible for the running of any service on the school premises it is the third party's responsibility to ensure that all staff have had the necessary checks made on them to ensure their suitability for their employment/engagement. It is also the responsibility of the third party to have the correct procedures in place for the reporting of any concerns that their members of staff may have e.g. Child Protection, Risk Assessments and Whistle Blowing.

### **Equal Opportunities**

This policy is underpinned by the Equal Opportunities policy for St Louis Catholic Primary School, which is available on request. This policy will ensure that no child suffers from unfavourable treatment because of their parents' financial position.

The policy will be disseminated widely to all staff members, governors and parents and it will be reviewed every two years.

### **Approved on behalf of Governing Body**

**Date of approval: February 2019**

**Review date: February 2021**