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## Charging and Remissions Policy

DATE APPROVED by TRUST	January 2018		
REVIEW DATE <b>Biennial</b>	Spring 2020		
SIGNED HEAD TEACHER	<i>June Wood</i>	DATE	<i>16/1/18</i>
SIGNED CHAIR of TRUSTEES	<i>James</i>	DATE	<i>16/1/18</i>

# Charging and Remissions Policy for Educational Activities

The St Mary's Trust recognises the valuable contribution that the wide range of additional activities, including clubs and visits, can make towards a pupil's education. The St Mary's Trust aims to promote and provide such activities as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

The relevant statutory provisions are contained in Chapter III of Pt VI of the Education Act 1996. This requires the School Trust to determine and keep under review a Charging and Remissions Policy. Parents have a right to ask for this information and a summary must be included in the school prospectus and on the school's website.

There are two types of financial contributions for which parents can be asked in relation to educational activities:

- Voluntary contributions
- Permitted charges

They have different limitations as set out below.

## **Voluntary Contributions:**

Voluntary contributions will be sought for activities such as day trips. However, contributions will be genuinely voluntary and children will not be excluded because their parents do not pay.

Where necessary, voluntary contributions will be calculated to include subsidies for low income families and travel by accompanying teachers. Proposed activities will be offered to a distinct group such as a class or year group, not only those showing a willingness to pay.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Letters requesting a voluntary contribution for an activity must indicate that there is no obligation to contribute and that pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

## **Permitted Charges:**

Permitted charges are a direct request to cover certain costs involved with an school activity or visit. No charge can be made in respect of education provided during school hours (which excludes the midday break). Furthermore, no charge can be made for any education provided outside of school hours if this forms part of the National Curriculum or religious education (non-chargeable education). A charge may be made, however, for board and lodgings on any residential educational visit.

## **1 Materials & Textbooks**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a small charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

## **2 Music Tuition**

The School levies charges in respect of individual music tuition and of group music tuition up to and including 5 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.

## **3 Residential Activities / Activities Outside School Hours**

If the activity is held outside School hours and is education other than non-chargeable education, then it is regarded as an "optional extra". A charge may be made for the full cost of the activity but must not exceed the actual cost of providing the activity. The charge may include the costs of travel, board and lodgings, additional staff costs, entrance fees, insurance, materials and equipment. However, the charge made to individual parents cannot include any cost added to subsidise parents of children who are unwilling or unable to pay the charge.

### **When is an activity held in school hours?**

**A day visit** is in school hours if:

50% or more of the total time (including travelling) occurs in school hours.

As mentioned above, school hours do not include the normal midday break.

**A residential visit** is in school hours if:

The number of school sessions missed is 50% or more than the number of half days spent on the visit (including travel).

A school session equates to a registration session (i.e., 2 per day).

A half-day is a 12-hour period ending at midday or midnight.

## **4 Damage / Loss to Property**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head Teacher may decide.

## **5 Lettings**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the School Trust.

The separate Lettings policy outlines that the school will only allow the use of the school premises if the organisation can provide:

- An overview of what it intends to deliver so that the Trust can make a judgement on whether this is in line with promoting British Values
- Copies of its H&S and CP policy and procedures so as to check compliance
- Evidence that it has followed safe recruitment practices and staff have the requisite DBS checks.

The school should consider due diligence checks on the organisation, e.g.,

- An internet search
- Checks with the LA community department
- Local police enquiry (all of which are recorded).

The school should provide the organisation with clear expectations relating to H&S, security, Child Protection and safeguarding (if organisation working with children) and the Trust should make it clear to the organisation that it has the right to monitor the organisation in practice as part of its monitoring of all lettings.

## **6 Other charges**

The Head Teacher or Trustees may levy charges for miscellaneous services up to the cost of providing such services.

### **Remissions Policy:**

In order to remove financial barriers from disadvantaged pupils, the School Trust has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. To qualify for consideration under the remissions policy, parents must be in receipt of Free School Meals. Under current regulations, children whose parents receive the following support payments are eligible for free school meals:

- Income support
- Income-based Jobseeker's Allowance
- Child Tax Credit, except if the parent meets ANY of the following criteria --
  - i) is entitled to Working Tax Credit (regardless of income)
  - ii) has an annual income in excess of £16,190 (Please note that this figure is for April 2012 and that it changes in April each year).
- Support under part VI of the Immigration and Asylum Act 1999
- Guarantee element of State Pension Credit.

Where charges are to be made by the School Trust for optional extras, parents may receive a remission for the whole or part of the charge as set out in the School's remissions policy.