

# **ST. FRANCIS' CATHOLIC PRIMARY SCHOOL**

Whyteleafe Road  
Caterham  
Surrey  
CR3 5ED

## **Policy Documents for CHARGING AND REMISSIONS**



***Agreed by Governing Body Autumn 2020***

***For review: Autumn 2023***

## CHARGING AND REMISSIONS POLICY

This policy is in line with the aims and values of our Mission Statement and complemented by the school Equality Policy and Educational Visits Policy. It is in line with Government Guidance to schools.

### AIMS

- To ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.
- To outline circumstances when charges will be made and how these are calculated.

### Charges cannot be made for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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<sup>1</sup>, 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sits if the pupil is being prepared for the re-sit(s) at the school

All activities that are a necessary part of the National Curriculum plus Religious Education will be provided free of charge. This includes any materials and equipment required.

### Where Charges are made:

Schools and local authorities can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras
- music and vocal tuition, in limited circumstances
- certain early years provision
- community facilities

### Transport

Schools **cannot** charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and

### Optional Extra Activities

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

**Optional extras are:**

- education provided outside of school time that is not:
  - a) part of the national curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of 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 local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

**Optional Extras and Charging:** Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

**Voluntary contributions & Enrichment Activities and Trips**

St. Francis' Primary School provides varied opportunities for pupils to take part in events in school, out of school activities, one day educational visits and residential events to enrich the curriculum. The school is able to ask for voluntary contributions from parents / carers to for the benefit of the school or to fund school activities.

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

- Trips
- Sports or Educational activities

**Examples of Enrichment Activities:** From time to time we may invite a non-school-based organisation to arrange an activity during the school day, i.e. Roman Day, Mobile Planetarium, Theatre Group, Museum Curators, Story Tellers etc. Such organisations usually charge for their services and the costs for these visits and activities can only be met by voluntary parental contributions

**Residential Trips:** For residential visits charges will cover be made for board and lodging and travel. These will be met by voluntary parental contributions.

**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 trip, it will be cancelled and the monies returned to parents.**

**Any parent unable to contribute should speak with the Headteacher. Any help given will be in complete confidence.**

#### **Trips and Visits/Activities with Limited Places**

Where places on a trip are limited, places will be allocated after staff have taken into consideration:

- A child known to have a specific interest in the activity/trip
- A child having a specifically identified gift or talent in an aspect linked to the trip or activity
- After that names for places will be put into hat and the required number selected at random.

#### **Charging and Pupils in receipt of benefits - Pupil Premium**

Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found here: <https://www.gov.uk/apply-free-school-meals>

Funds will be accessed to allow low income families to participate in Educational visits and clubs. Pupils in receipt of Free School Meals will be entitled to attend Educational Day Trips and Clubs at no cost. For Residential Trips, Parents of these pupils will be asked to consider contributing towards the cost.

#### **SWIMMING**

The school currently organises swimming lessons for children in Years 2 and 3, though this can be changed to different year groups according to the needs of the school. These take place in school time and are part of the National Curriculum. One term is provided free of charge as part of the National Curriculum, a further two terms are provided as additional extras and paid for via the Sports Premium Funding. We therefore currently make no charge for this activity. We inform parents when these lessons are to take place.

#### **Music**

Music and vocal tuition provided via the Local Authority Music Service is available on a voluntary basis and it is at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.

#### **Clubs (Non-private, school led Clubs) outside of the school day**

The School will charge for optional extra activities provided outside the school day for example, Choir, Art and Craft Club etc. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.

#### **Clubs (Private) and Community Facilities - Lettings**

Please see the school's separate Letting Policy.

#### **Wrap Around Care – Breakfast and After School (Treetops)**

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging is based on actual costs and is reviewed on an annual basis. The details of current costs can be obtained from the School Office.

#### **Calculating Charges**

When charges are made for an activity whether during or outside the school day, they will be based on the

actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising and those receiving benefits (Pupil Premium). The principles of best value will be applied when planning activities that incur costs to the school and/or parents.

### **Monitoring**

The Governing Body will monitor the impact of this policy.