

# Federation of St James the Great and St John's Catholic Primary Schools



## CHARGING AND REMISSIONS POLICY

### Introduction

St James the Great and St John's Catholic Primary Schools are inclusive schools offering equality of opportunity to all pupils within each school. We aim to provide a broad and varied range of experiences for the pupils. This may include trips, visits and the use of visiting groups. The Governing Body recognises the valuable contribution that a wide range of activities can make to a child's development.

### 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

### Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

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 headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. Responsibility for approving the charging and remissions policy has been delegated to the Finance and Resources Committee who will also oversee the monitoring of the implication of this policy.

### Remissions

In some circumstances, the school may not charge for items or activities, but this will be at the discretion of the governing body, senior leadership team of the school and will depend on the activity in question.

### Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently

- Notifying the headteacher 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.

### **Parents/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

### **Voluntary Contributions**

When organising school trips, activities or visits to enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost. These contributions are to enable an activity to take place and enhance the children's education. They will cover the cost incurred and not make a profit. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against and will be included if the activity goes ahead. In the event of insufficient voluntary contributions being made the activity will have to be cancelled and refunds will be given.

### **Prohibition of Charges**

The school is prohibited from charging for the following:

- Education provided during school hours or outside school hours if it is part of the National Curriculum
- Education provided on any trip as part of the National Curriculum
- Transporting pupils in connection with an educational trip

### **Charges**

There is a charge for:

- Breakfast Club (St James the Great) and Breakfast & After School Club (St John's) as well as extra-curricular clubs in order to cover the costs of materials, wear and tear to equipment, proportional premises costs and payment to staff and sports coaches.
- Instrumental tuition for individual pupils or for pupils in groups (which is not part of the national curriculum).
- Top up charges for nursery.

### **Residential Visits**

A charge will be made for the cost of board and lodging and the charge will not exceed the actual cost of provision. Other expenses, including transport costs, are met by voluntary contributions.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 schools may wish to reduce or remit charges to particular groups of pupils and may decide not to request voluntary contributions.**

The school will make every effort to support a child's participation in an activity where parents are undergoing financial difficulties. Individual cases should be discussed in complete confidence with the Executive Headteacher and/or Heads of School.

### **Breakages**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to pupils the Executive Headteacher and/or Heads of School in consultation with the Chair of the Governing Body may decide to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Monitoring arrangements**

The regular monitoring of this policy lies with the headteachers of the schools. This policy will be reviewed annually and will be presented to the Finance and Resources Committee of the Governing Body for approval.

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