

Larmerier & Sacred Heart Catholic Primary School

CHARGING & REMISSIONS POLICY

Date: May 2016

Next Review: May 2018

Responsibility: Finance & Resources Committee

1. BACKGROUND

The Governing Body of Larmerier & Sacred Heart Catholic Primary School complies with the requirements of sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. This policy reflects the Department for Education's latest advice regarding 'Charging for School Activities' (DfE, October 2014).

School governing bodies and local authorities **cannot** charge 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). Activities during school hours are considered to be those undertaken during the hours the school is actually in session, excluding the lunch break in the middle of the day;
- Education provided outside school hours if it is part of the National Curriculum or part of Religious Education; and
- Instrumental tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of a pupil's parent.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them; and
- Optional extras (see section 3 below).

2. INTRODUCTION

Throughout the year the school arranges educational visits and other optional activities to support and extend work carried out in the classroom. Pupils may visit places of interest such as museums, parks, galleries, theatre etc. and have the opportunity to take part in after school activities.

To defer the cost of such visits and activities, the school has adopted a policy of seeking voluntary contributions, or applying charges in certain circumstances, and these are set out in this policy document.

It is not the intention of the Charging Policy to:-

- a) Place any obligation on a parent to make a contribution or pay any charges that apply;
or
- b) Disadvantage any pupil because of a parent's unwillingness or inability to make a contribution or pay any charges that apply.

Where an activity is being undertaken that requires either a voluntary contribution or charge from parents, they will be advised in writing detailing:-

- The proposed activity and its likely value in educational terms; *and*
- The contribution or charge per pupil;

However, the school reserves the right to cancel any planned visit or optional activity where insufficient funding is available to cover the costs.

3. OPTIONAL EXTRAS

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:
 - Part of the National Curriculum; or
 - Part of Religious Education.
- 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, after-school clubs).

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; and
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

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.

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 pre-requisite for the provision of an optional extra where charges will be made.

4. RESIDENTIAL SCHOOL JOURNEYS

The school organises annual residential visits for pupils in Years 5 and 6. The costs charged to parents for these trips consist of fees for board and lodging only.

In line with current DfE guidance, the school supports parents who require financial assistance to ensure that all pupils have equal access to what is on offer. Any requests for financial support should be made to the Headteacher prior to the non-refundable deposit being paid.

The school has an established system for parents to pay residential school journey fees in instalments. The sum payable must be paid in cleared funds before the date of the trip.

5. PUPIL PREMIUM GRANT

Pupils eligible for the pupil premium grant are entitled to access one after-school club free of charge each term. In addition, school milk provision, for eligible pupils aged five or over, is funded upon request.