

# **ST MARY'S RC PRIMARY SCHOOL HASLINGDEN**



## **Charging and Remission Policy**

## DOCUMENT CONTROL

<b>Review Date</b>	<b>Amendments</b>	<b>Author</b>
February 2018	<ul style="list-style-type: none"><li>• Formatting changes</li><li>• Addition of signature box</li><li>• Addition of chargeable items above cost</li></ul>	T-A Willetts
February 19	<ul style="list-style-type: none"><li>• Document reviewed, no amendments required</li></ul>	T-A Willetts
October 2019	<ul style="list-style-type: none"><li>• Reviewed – no amendments required</li></ul>	S Kayes
October 2020	<ul style="list-style-type: none"><li>• Reviewed – no amendments required</li></ul>	S Kayes
October 2021	<ul style="list-style-type: none"><li>• Reviewed – no amendments required</li></ul>	S Kayes
October 2022	<ul style="list-style-type: none"><li>• Reviewed – no amendments required</li></ul>	M Barker

**St Mary's RC Primary School,**  
**Haslingden**

**CHARGING AND REMISSION**

**INTRODUCTION**

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

**CHARGING POLICY**

**Activities without charge**

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- Instrumental and vocal tuition for children in care;
- Entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

**Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity may be cancelled.

## Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Educational or other activities provided wholly or mainly outside school hours which are not:
  - (a) Travel, board and lodgings on residential visits (subject to remission arrangements).
  - (b) cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
  - (c) provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

Charges may be made for some activities, often referred to as 'optional extras'. This includes:

- 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 (subject to remission arrangements);
- extended day services offered to pupils (for example breakfast clubs, after school clubs, tea and supervised homework sessions).
- Items for sale at school (for example uniform)

## Remissions Policy

There will be no charge for board and lodgings for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

**Confirmation the 'Charging and Remission Policy' in respect of St Mary's RC Primary School has been discussed by the Resources Committee on behalf of the Governing Body.**

Signed by:

Chair of Governors: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_ Date: \_\_\_\_\_

Agreed at the Governing Body

Meeting on: \_\_\_\_\_ Minute Reference: \_\_\_\_\_