



HOLY CROSS CATHOLIC PRIMARY SCHOOL

Company No: 07696905

Registered Office: Queen's Drive, Swindon, Wiltshire, SN3 1AR

Tel: 01793 527679

www.holycross.swindon.sch.uk

✉: admin@holycross.swindon.sch.uk



Learn, Grow, Love, Live

Charges and Remissions Policy

2023-2024

Version	Date	Description of changes and person/organisation responsible
1.0	January 2023	Policy Updated

People Responsible:	Headteacher Governing Body
Reviewed date:	February 2023
Next review date:	February 2024

Mission Statement

At Holy Cross Catholic Primary School,
we learn about ourselves and about the world.

We grow in faith,
we act with kindness, generosity and love
to ourselves and others.

We live life to the full and have a future full of hope.

Purpose:

This charging Policy informs Staff, parents or carers about charging for School activities.

Our school aims to:

- have robust, clear processes in place for charging and remissions;
- clearly set out the types of activity that can be charged for and when charges will and will not be made;
- offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Definitions:

Charge: a fee payable for specifically defined activities

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

Roles and responsibilities:

The governors, in consultation with the headteacher, are responsible for the implementation of Charging Policy and the determination of any individual cases arising from the implementation of this Policy.

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](#).

Education during school hours

The Department for Education in its guidance to school governors states:-

- education provided during school hours must be free;
- the definition of 'education' includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity;
- although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or kind);
- when additional costs are incurred by Holy Cross Catholic Primary school to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions;
- If there are insufficient contributions received to cover costs, the school might be forced to cancel the trip/activity.

Education outside of school hours

The Department for Education in guidance to school Governors states:-

- parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or religious education;
- charges may be made for other activities that happen outside school hours if parents agree to pay;
- the Education Reform Act 1988 described activities, which can be charged for as 'optional extras';

- If there are insufficient contributions received to cover costs, the school might be forced to cancel the trip/activity.

The school will charge for:

- additional instrumental music tuition during school hours where the tuition is in addition to the National Curriculum. (Private Teacher);
- school trips/activities;
- residential visits requiring pupils to spend one or more nights away from home;
- parents will only be charged the actual costs;
- school meals;
- wraparound care;
- after school activities organised by independent bodies i.e. Drama;
- activity groups held after school – fun and educational clubs;
- breakages and damage of school property;
- certain early years provision;
- community facilities;
- letting of the building and facilities.

Optional extras

We are able to charge for activities known as ‘optional extras’. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum;
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school;
 - 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 or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

When 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 (including supply teachers engaged specifically to provide the optional extra);
- 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.

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- if the teaching is an essential part of the National Curriculum;
- if the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme;
- for a pupil who is looked after by a local authority.

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Library and reading books

Reading books are taken home by children on a daily basis. It is understood that the pupils will take care of these books and return them by the allotted date in a good state of repair. If any pupils fail to do this, the School will impose a charge on the pupil's parents or carers. This charge will not exceed the cost of the book concerned.

Voluntary contributions

Parents will be asked to make a voluntary contribution on each occasion a trip is made equal to the total cost per pupil. There is no obligation to make a voluntary contribution and parents should realise that their child will not be treated differently according to whether or not they have made a voluntary contribution. It should however be realised that if insufficient voluntary contributions are received then the school will be forced to cancel that particular trip and refund the money. All visits are non-profit making.

ParentPay

The school uses a cashless payment scheme. This incurs a processing charge which is met by the school.

Remissions Policy

The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access.

This policy takes into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children.

Authorisation of remission will be made by the Head Teacher in consultation with the Chair of Governors.

Those parents in receipt of one or more of the credits below may be offered assistance in paying for the trip or a longer period of instalments will be made available to enable their child to access the activity:

- 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 (amount correct at time of publication);
- 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).

Lettings

Lettings of the school buildings and facilities as published separately in the lettings booking form and cost document which is available on the individual school Website.

Monitoring arrangements

The school business manager (SBM) monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by SBM annually.

At every review, the policy will be approved by the governing board and headteacher.