



Charging and Remissions Policy

Previous: October 2011

Revised: February 2014

The Governors make no charge for education provided by the school during or outside the normal school day if it is part of the National Curriculum, except for those items permissible in the current Education Act 1966 (Sections 449-462). However, they reserve the right to ask parents to contribute to the cost of replacing items broken, lost or damaged willfully by a child.

The school may ask parents to make voluntary contributions towards any visit or journey which is organised. If the activity cannot be funded without voluntary contributions, this should be made clear to parents at the outset.

There is no obligation to make any contribution. No child will be excluded from an activity simply because his parents are unwilling or unable to pay.

The school will not discriminate against any child on grounds of non-payment, but reserves the right to exclude children on other grounds, and to cancel the activity unless enough voluntary contributions have been received.

The school cannot charge for (not withstanding the paragraph above):

- 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, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;

The school can charge for:

any materials, books, instruments, or equipment, where the child's parent wishes him to own them;

- Optional Extras.
- Music Tuition including insurance for instruments, in limited circumstances.

Residential Visits**The school cannot charge for:**

- education provided on any visit that takes place during school hours;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum,
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

A charge can be made for:

- board and lodging, but the charge must not exceed the actual cost.

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 Jobseekers Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by the Inland Revenue) does not exceed £13,230.
- Guarantee element of State Pension Credit

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We may consider making financial contributions in these cases.

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 that it 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;
 - 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 that is not required to take the pupil to school, or to other premises where the local education authority/governing body have arranged for the pupil to be provided with education;
- board and lodging for a pupil on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- 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;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

The charge cannot exceed the actual cost of providing the optional extra or the board and lodging.

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.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule. Charges may be made for tuition in playing a musical instrument, for either an individual pupil or groups of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside school hours, can be charged, if the tuition is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is a permitted optional extra.

Transport

The school 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 education 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;
- transport provided in connection with an educational trip.

But can charge for:

- any other transport. This is a permitted optional extra.

Governors' Building Fund

Governors request each family contributes £10 per child per term towards the Governors' Building Fund. These contributions enable the Governors to fulfill their financial obligation to the Diocesan Building Fund.

Damage to Property

The governors reserve the right to ask parents to contribute to the cost of replacing items that are broken, lost or damaged willfully by a child.