

Pray, Learn, Achieve and Celebrate Together



# Charging and Remissions Policy

*A new commandment I give unto you: that you love one another as I have loved you."*

*John 13:34*

Written: June 2023

## **Charging Policy in Connection with Education**

### **1) General**

1.1 Section 457 of the Education Act 1996 requires that every governing body of a maintained school shall determine and keep under review a policy for charges in connection with "Education" at that school.

1.2 This policy statement makes the distinction between those activities undertaken at St Gabriel's Catholic Primary School for which the governing body is prohibited from charging for the service provided and those activities/services for which it is permitted to levy charges.

### **2) Prohibition of Charges**

2.1 This school is prohibited from raising a charge in respect of the following: -

#### **A) Admissions**

No charge shall be made in respect of admissions to the school. The only circumstances where this may not apply is when:

- part time education is being provided to individuals over school age;
- full time education has been provided to persons over 19 years of age; and
- teacher training

#### **B) Provision of Education**

As part of its statutory responsibilities, this school will not charge for the education of registered pupils at the school for education provided during normal school hours.

Unless there are exceptional circumstances whereby education provided to pupils (even a residential trip) falls significantly outside of normal school hours, then the school will not charge for the service provided in accordance with Section 452 of the Education Act 1996.

#### **C) Examinations**

Charges cannot be made in respect of the entry of a registered pupil for a prescribed public examination, for which the pupil has been prepared at the school.

#### **D) Incidental Charges**

- The parents/carers of pupils registered at St Gabriel's Catholic Primary School may not be charged for, or asked to supply any materials, books, instruments or other equipment for, or in connection with, the statutory education provided in school, or a syllabus for a prescribed examination for which the pupil has been prepared at the school

- Charges will not be made for transport provided for a registered pupil if the transport is incidental to the statutory education provided by the school, or is required to allow a pupil to meet any examination requirement for any syllabus for a prescribed public examination for which they have been prepared by the school. For these purposes, 'incidental to statutory education provision' is defined as transport to and from any part of the school premises in which provision is made for these pupils, or, to and from any place outside the school premises where such provision is made.
- Incidental charges may be made for the supply of any materials used in the production of an article, in the course of the education of the pupil, where the parent has indicated in advance of the payment that they wish the article to be owned by the pupil/parent.

### 3) Permitted Charges

3.1 The school may raise a charge to the parents of pupils concerned for the following:

- Board and lodging provided to a registered pupil on a residential trip
- Additional transportation costs, which are not incidental to the education, provided to registered pupils
- The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We inform parents/carers when these lessons are to take place and we ask for their written permission for their child to take part in swimming lessons. Voluntary contributions towards travel costs are expected.
- The provision of extra-curricular activities out of school hours such as 'After School Club' (ASC), and any associated costs as detailed in the ASC policy.
- If a child is not picked up by 3.30pm, or by 4.30pm after attending an after school club, they will be put into the ASC. This will incur the cost of the charge of a session in the ASC club.
- Any charge that is raised will be payable by the parent/carers of the pupil concerned and will not exceed the actual cost of the service provided.
- A charge will be levied in respect of wilful damage, neglect or loss of school property, including furniture, equipment, books or materials. The charge will cover the cost of replacement or repair, or such lower cost as the Head teacher may decide.
- The school has the right to commence debt recovery procedures for any outstanding debt due to the school, (such as Dinner Money, ASC Fees, etc.), which may result in additional

charges for administration / solicitor costs being added to the debt and possibly a court summons.

- School Nursery charges are permitted for the following circumstance:
- Children attending the school nursery, who are age 3 and over, but not yet eligible for their free 15 hours, (this starts the term after they turn 3)
- Children attending the school nursery, who do in excess of the free 15 hours, but are not eligible for a 30 hour code
- The charges will be per session, currently £12.84, (for 3 hours). These are still payable should a child be off ill and 50% payment is still required should a holiday be taken, as long as sufficient notice of at least 4 weeks is provided.

#### **4) Voluntary Contributions**

Although we cannot charge for school time activities, we do invite parents and carers to make voluntary contributions to make school funds go further, for events organised by school such as Christmas/Summer Fun Days, Christmas performances and 'Fit Fridays' (This list is not exhaustive).

In this way, we can provide a wider range of enrichment activities for your children to support their learning. If there are not sufficient voluntary contributions to make the activity possible, it may have to be cancelled. No pupil will be excluded from an activity because his or her parent/carer has not made the voluntary contribution.

#### **Remissions Policy**

The Governing Body will meet (in whole or part) any charge due to the School for the cost of optional extras, or payable board and lodging for a registered pupil at the school, if the parents/carers are entitled to state income benefits and ask for help with payments.

Reviewed: June 2023

Reviewed by: Mrs Williams (Headteacher)

Next review date: June 2024