



Charging and Remissions Policy

This policy will be implemented in a way which honours the vision that every FCJ school is a community of persons - students, staff, governors - bound together in mutual respect and ready to rely on each other in fulfilling their privileged task as educators in a Catholic school.

Bellerive FCJ Mission Statement:

- To help everyone within a caring community to grow in faith
- To respect and value other cultures and faiths
- To make the most of every given ability
- To enjoy and achieve personal growth and academic excellence
- To prepare pupils for their adult life, playing a full part in a modern global society

History of Document

Issue No	Author/Owner	Date Written	To Governors	Date Approved	Comments
	N Howlett	Sept 2021	Sept 2021	30/09/2021	

Compliance

This policy has been prepared with due regard to the following statutory provisions and guidance:

- Education Act 1996
- Education (School Sessions and Charges and Remissions Policies) (Information) (England) (Regulations) 1999
- Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003
- School Information (England) Regulations 2008
- Department for Education's Guidance "Charging for School Activities", May 2018
- Charges of Music Tuition (England) Regulations 2007

Remission Policy

The school will not charge for any of the following:

- Admission to the school.
- Activities taking place during school hours, excluding the mid-day break. This does not necessarily apply to instrumental music lessons where a charge may be levied.
- Books, stationery, instruments and materials where these are to be used in connection with education during school hours. Pupils must provide themselves with pens, pencils, rulers, rubbers etc and a calculator.
- Transport between school and any place that is visited as part of the school timetable e.g. swimming baths, sports centres and where the Local Authority has statutory obligation to provide the transport
- Entry fees for a first attempt at any prescribed public examination for which the pupil has been prepared in school and where the pupil has met the requirements of the exam.
- Education provided outside school hours if it is part of the National Curriculum, a syllabus for prescribed public examination that the pupil is being prepared for at the School, or religious education.
- The School does not charge for children who are entitled to free school meals.

Charging Policy

The School may charge for the following:

- Items made for the pupils in Food Technology, Textiles, and Design etc according to normal practice, if the items are to be taken home.
- Optional extras outside school hours. These may include travel and lodging etc. Such optional extras may be education provided outside of school time that is not part of National Curriculum, religious education, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Board and lodging in ALL cases where a school activity involves pupils residing away from home. If the residential visit is during school hours or part of a prescribed course, pupils whose parents are in receipt of income support will not normally be charged for board and lodging [LEA policy will apply].
- Examination fees where the examination is outside the system of those with statutory approval or when the school does not provide tuition and preparation.
- Recovery of examination fees if the pupil fails to complete work or does not attend a public examination without good reason. Fees for re-sits will be charged except in exceptional circumstances.
- Individual or group musical instrumental tuition (which is not part of the full school curriculum) with prior knowledge of the pupil's parents.
- School meals when the pupil is not entitled to free school meals – this will be a set amount per term as decided by the Governing Board.
- Replacements for breakages, defaced, damaged or lost books or equipment where this is a result of the pupil's behaviour.

Cost of optional extras

The Headteacher will decide when it is necessary to charge for optional activities, and the level of charge will be set annually by the Headteacher on the recommendation of the Governing Board.

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. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

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
- 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 a proportion of the costs, for teaching staff employment to provide tuition in playing a musical instrument where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The School will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

The school will rely on voluntary contributions for various activities, but will not disadvantage any pupil because parents are unable to make a voluntary contribution. However, the school will have the right to cancel any advertised activity if there are insignificant voluntary contributions to cover the cost of that activity.

Residential activities

The school will not charge for:

- education provided on any visit that takes place during school hours
- education provided on any visit that takes place outside of school hours if it is part of the National Curriculum or is part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from the school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours

If the number of school sessions taken up by the visit is equal or greater than 50% of the number of half days spent on this visit it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Regardless of the starting and finishing times of the school, for the purposes of

calculating a 'half day'. the school is divided into two sessions and a 'half day' means any period of 12 hours ending noon or midnight on any day.

While on a residential activity, the school will charge for:

- board and lodging – when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The school will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who are able to provide proof of receipt of certain benefits may be exempt from paying this cost.
- Travel – travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charge may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover these pupils.
- Activities – the school may charge for residential activities that fall outside of school hours.

Music and vocal tuition within school hours

The school follows government legislation that states that all education provided during School hours must be free; however, music and vocal lessons are an exception to this rule.

The school will charge if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play an instrument or sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

Extended Services

The school is dedicated to providing a well-rounded and extensive education for its students which includes a wide range of extra curricular activities (Extended Services).

Extended Services enable the school to provide:

- high quality learning opportunities either side of the school day
- ways of intervening early when pupils are at risk of poor outcomes (e.g. providing access to study support or to more specialist services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

The school may provide extended services such as breakfast clubs which there will be a charge for. Charges for such extended services will be made to cover the cost of teaching and non teaching staff engaged to provide the activity or brought in to run the club.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

Damage to property and breakages

Where school property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

Remissions and concessions

Parents may apply to the school for remission of charges in whole or part towards the charges for activities. This is available on a case by case basis.

The school may from time to time decide to remit all or part of the cost of activities involving particular students and this will be at the discretion of the Headteacher of the school. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made.

When arranging a chargeable activity, the school will invite parents to apply in confidence for the remission of charges in part or in full. To qualify for help, parents must contact the school for further details as to what evidence may be requested.

Authorisation of remission will be made by the Headteacher. All parents will have the right of appeal to the school.

Other exceptional circumstances for remission may be considered by the Headteacher.

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers Allowance
- Child tax credit (where the person is not receiving Working Tax Credit as well and where the family's income does not exceed the prescribed limit set by Her Majesty's Revenue and Customs in the relevant year)
- Support under part VI of the Immigration and Asylum Act 1999
- Guaranteed Element of State Pension Credit
- Income related employment and support allowance
- Universal credit (in certain circumstances)

Parents who are eligible for the remission of charges will be dealt with confidentially.

Voluntary contributions

The Governors may ask for voluntary contributions to the school for general funds which are for the benefit of the school and/or to fund activities that will enrich its pupils' education.

In any case where the activities of the school cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. For example, the school will not send colour-coded letters to parents to remind them to pay contributions and direct debit or standing order mandates will not be sent to parents when requesting contributions.

Inability or unwillingness to pay

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents

of that child are unwilling or unable to pay, If there is insufficient funding for an activity, then it will be cancelled.

The identity of the pupil or parents of the pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Implementation and review

The Headteacher holds delegated responsibility for the implementation of this Charging and Remissions Policy.

All school staff have a responsibility to report serious breaches of this Charging and Remissions Policy to the Governors.

The school will work in partnership with all relevant parties to ensure that this Charging and Remissions Policy is planned, implemented, reviewed and maintained successfully and at suitable frequency.

Complaints

The school encourages parents who are not satisfied with arrangements and support provided by the school to discuss their concerns directly with the school.

If the issue is not resolved informally, a formal complaint can be made via the school's Complaints Procedure.