

## **ST JAMES' CHARGING AND REMISSION POLICY**

This policy has the School's Motto at its heart.

**Faith in action,  
Growing together,  
Walking in the footsteps of Christ**

### **Statement of Principles**

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

Schools cannot charge for education provided during school hours including the supply of any materials, books, instruments or other equipment.

The Governing Board believes that no child should be excluded from any school activity either on or off site as a result of personal financial circumstances.

This Policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

### **Charges**

Every opportunity is taken to avoid asking parents for voluntary contributions and to ensure value for money so that costs are kept low. The PTA subsidises a number of trips and the school journey.

Meals for children not entitled to free school meals will be charged at the rate determined by the provider and the school. With the exception of music tuition, no charge will be made for activities provided during school hours, although parents may be asked to make a voluntary contribution. No charge will be made for transport to and from swimming lessons but there may be a request for a voluntary contribution for transport in other circumstances.

A charge will be made to cover the cost of ingredients or materials where parents have confirmed in advance that they wish to own the finished product.

### **Optional extras**

We may charge for some other activities that take place outside school hours. Charges for optional extras will be determined by the Governing Board. Where a charge is made, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.

Optional extra costs may include:

- staff engaged under contracts for services purely to provide the optional extra, including supply teachers engaged specifically for this purpose
- any materials, books, instruments or equipment provided in connection with the optional extra
- transport to an activity outside school hours

If the majority of the time spent on a non-residential activity is outside school hours, it will be treated as if it happens fully outside school hours and a charge may be requested.

**Residential Trips** are classified as being within school hours if the number of school sessions missed by the pupils is at least 50% of the number of half days spent on the trip.

- **Board and lodging:** The school will charge pupils an amount up to the full cost of board and lodging on residential trips EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for this.
- **Travel:** If the residential is classified as being within school hours, no charge will be made for travel costs (legal requirement), although, a voluntary contribution may be sought. If the trip is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil, other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).
- **Educational activities:** No charge will be made for educational activities on trips deemed to be within school hours, although a voluntary contribution may be required. For those classified as being outside school hours, a charge will be made for the educational activities provided.

### **Childcare and providing a safe place to be**

The school will charge families for any childcare offered to children before and after school with the level of fees and any remissions to be set and reviewed regularly by the Governing Board. Childcare costs are kept to a minimum and are used to provide administration, staffing, food and drink, additional energy costs and resources related to the activities.

### **Damage to property and breakages**

The school may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Head Teacher.

### **Remissions**

In order to remove financial barriers from disadvantaged children, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. Criteria for qualification for remission are given below.

Parents or carers in receipt of benefits:

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- The guaranteed element of State Pension Credit

Additional categories of parents may claim help with some costs in some circumstances. These will be determined by the Head Teacher taking into consideration the spirit of the above.

### **Voluntary contributions**

We may in certain circumstances invite parents to make a voluntary contribution towards activities that are exempt from charging. However, where the school does ask for voluntary contributions, it will be made clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.

### Monitoring and Evaluation

This policy will be updated in line with any new developments in the school and/or any new government guidance.

It was last reviewed in: September 2018

It will next be reviewed in: September 2021

This statement of policy was approved by the Governing Body at their meeting on:-

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

Signed:

\_\_\_\_\_ (Chairperson)

\_\_\_\_\_ (Head teacher)