

English Martyrs Catholic Voluntary Academy
Charging & Remission Policy



Adopted: January 2018
Reviewed : January 2020



“We learn and grow as a family in the footsteps of Jesus “

SECTION 1 INTRODUCTION

This policy is based on advice from the department of Education on charging for school activities and the Education Act 1996 sections 449 – 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards children’s education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of English Martyrs and as additional optional activities. However, due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the English Martyrs. The Governing Body will from time to time, review and amend the categories of activity for which a charge may be made.

ROLES AND RESPONSIBILITIES

The **governing body** has overall responsibility for approving the charging and remissions policy but can delegate this to a committee, an individual governor or the Head Teacher. The governing body also has overall responsibility for monitoring the implementation of this policy. In our academy responsibility for approving the charging and remissions policy has been delegated to the Chair of Governors and the head Teacher. In our school monitoring the implementation of this policy has been delegated to the full governing body.

The **Head Teacher** is responsible for ensuring staff are familiar with the charging and remissions policy and that it is being applied consistently.

Staff are responsible for :

- Implementing the charging and remissions policy consistently.
- Notifying the Head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

SECTION 2 CHARGING FOR VISITS

a) All Visits

The group leader should always ensure that parents are notified as early as possible as to:

- the total cost of the visit
- how much each parent will need to pay or be asked to contribute towards the cost of the visit
- how much spending/pocket money children will reasonably need (especially important for trips which involve a residential element);
- use of any surplus funds, i.e. will they be returned to parents or retained for future visits?

Early notification of the above is important as this allows parents to make financial preparations. Many parents find it helpful to gauge the value of the visit if they have information relating to the constituent costs of the visit, i.e. transport, accommodation, food, etc.

b) During Normal School Hours

Visits occurring during school hours must be provided free of charge. However, parents can be asked to make a voluntary contribution towards the cost of the trip or activity which would not otherwise be possible. In reality the value of the requested contributions must equate to the total cost of the visit (or more to allow for those parents who cannot or will not contribute) and therefore if insufficient voluntary contributions are forthcoming, the visit may have to be cancelled - parents must be notified of this contingency. Children whose parents/guardians do not contribute cannot be discriminated against.

The Governing Body may offer to remit the full cost of full board and lodging for any residential activity which:

- takes place during school hours or;
- is not an optional extra (see following section for definition).

The decision to offer to remit board and lodging costs, as above, is subject to the parents of a children being in receipt of :

- Universal credit in prescribed circumstances
- 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 Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Parental permission should be obtained in one of two ways:

i) **Sample Parental Declaration.**

Parents sign a declaration that contains, e.g. I understand:

- that current legislation permits the school to ask for voluntary contributions towards the costs involved;
- that no children will be discriminated against on the grounds of inability to pay;
- that if sufficient money is not raised by voluntary contributions, then the visit may have to be cancelled.

ii) **Signed Slip received back from parents:**

A letter about the visit is sent out to parents and contains a reply slip (with space for parental signature) and also a section on meeting the costs of the visit.

c) **Outside Of Normal School Hours/Optional Extras**

The Headteacher can charge parents for board and lodging on residential visits as well as the full cost when a visit is deemed to be an 'optional extra'. An optional extra:

- falls wholly or mainly outside school hours, i.e. a residential trip during the school holidays is an optional extra.
- does not form part of the National Curriculum or the statutory requirements for religious education.

The parents' agreement to meet the costs of an optional extra visit before that visit is planned in detail will always be obtained in writing. The stated cost of an optional extra visit must not include an element of subsidy for children whose families do not meet the full charge.

Parental permission should be obtained as follows:

- i) Sample Parental Declaration. Parents sign a declaration which contains, e.g. I understand:
- that current legislation permits the school to ask for the full cost of the visit;
 - that current legislation does not require the school to arrange subsidies for the visit;
 - that if insufficient numbers of children opt for the visit then the visit may have to be cancelled.
 - that my child cannot attend this 'optional extra' visit if full payment is not made by myself/ourselves.

INDIVIDUAL INSTRUMENTAL TUITION

The cost to the children for providing any instrumental tuition is not part of normal peripatetic provision. The fees for the peripatetic lessons are a private arrangement between the parent/guardian and instrumental teacher.

INGREDIENTS/MATERIALS/EQUIPMENT (IN KIND)

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is particularly relevant for the cost of materials/ingredients for Design & Technology.

BROKEN EQUIPMENT (REPLACEMENT)

The Governors will allow the Headteacher to ask children and/or their parents to contribute towards the cost of replacement items where these were damaged or broken as a direct result of misconduct on the children's part. This does not in any way detract from the teaching staff's duty to brief children thoroughly and to manage a calm and safe working environment for the children.

REMISSIONS

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

Swimming

The Governing Body reserves the right to charge for swimming lessons.

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