Charging and Remissions Policy

Reviewed: 09.26
To be reviewed: 09.28

Introduction

It is a statutory requirement that Governing Bodies determine and keep under review their policy on charging and remissions within the framework of the legislation.

The Policy

The Policy for charging and remission of charges is as follows:

The Governing Body of St Vincent's School continues to maintain a charging and remissions policy in accordance with legislation if they wish to charge parents for any or all of those activities for which charges are permitted, as listed below:

Musical Instrument Tuition

Costs associated with tuition in playing a musical instrument where the tuition is provided individually or to a group of not more than four pupils, unless the tuition is provided as part of a syllabus for prescribed public examination or is required by the National Curriculum. Also excepted from charging is any Music Therapy programme, during normal school hours for a pupil registered at the school and for whom such was agreed in the statement of SEN/EHCP or at Annual Review.

Public Examinations

The cost of:

- Entering a pupil for a public examination not prescribed in regulations and for preparing the pupil for such an examination outside school hours;
- Entering a pupil for a prescribed public examination where no preparation, or no further preparation in the case of re-sits, has been provided by the school;

- Public examination fees where a pupil fails, without good reason, to meet the examination requirement for any public examination.

Materials, Books, Instruments or Other Equipment

The cost for materials used in school where parents indicates in advance that they or the pupil wishes to own the finished article which incorporates the materials. Any charge will not exceed the cost of the materials. Alternatively, the parent may be required to provide the materials in question.

Board and Lodging

The cost of board and lodgings (not exceeding the actual cost) on residential visits, subject to the complete remission of such charges on visits deemed to fall in school time for pupils whose parents are in receipt of specified state benefits as listed under Remissions below. Residential pupils (Monday-Friday) and other looked after children have different arrangements as agreed with local Social Services.

Education outside School Hours

- Any activity which takes place wholly or mainly outside school hours (as defined in the legislation) and is not provided as part of the syllabus for prescribed public examinations and is not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education. Such an activity is defined as an 'optional extra' and may be charged for. Charges for 'Optional Extra' outside of school hours may include;
- Travel, board and lodging for pupils
- Materials, books, instruments and equipment
- Entrance charges to facilities
- Staff costs – teacher, support or care staff costs (where a member of staff has been engaged specifically to provide the activity).
- Insurance

With an 'optional extra':

Parents can choose whether their children attend or not;

- No profit can be included in any of the charges made – the charge is to be based on the actual cost of the activity;

- A charge will not include a share of the cost of any remissions. If further funds need to be raised, for example, to help with hardship cases, this must be by voluntary contributions or general fund-raising.

(NB: When 50% or more of an activity, including travelling time, takes place during normal school hours no charge can be made.)

Voluntary Charges

The Governing Body is empowered to seek voluntary contributions in order to fund activities taking place wholly or mainly during school hours for which the costs cannot be met from the school's budget, providing that it is made clear to parents in writing that:

- Any contribution is voluntary
- The children of parents who do not contribute will not be treated differently to any other child in the school.

It is permissible to warn parents in advance that where an activity cannot take place without some support from the parents, and there are insufficient voluntary contributions, the activity may be cancelled.

Damage to Property

The Governing Body of St Vincent's school reserves the right to ask parents to contribute towards the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Remissions

The Governing Body may remit or subsidise charges payable in respect of board and lodgings for the duration of a residential trip if such a need is agreed and justified.

The Governing Body may also remit charges for activities where costs can be reasonably and appropriately met from the school's budget. St Vincent's will continue to be responsible for meeting the cost of any remission of charges arising from this policy.