



NEWMAN CATHOLIC SCHOOL

CHARGING AND REMISSIONS POLICY

APPROVED BY ¹: **Governing Body**

Name: A Abernethy

Position: Chair of Governing Body

Signed: *A Abernethy*

Date: May 2020 **Review Date** ²: July 2021

The information provided in the table below provides details of the earlier versions of this document and brief details amendments which have been made to later versions

Version 1	Newman	Sept 2013
2	Definition of 'low income' and details of how to apply for financial support.	October 2014
3		Sept 17

¹ The Governing Body is free to delegate the approval of this Policy to a Committee of the Governing Body, an individual Governor or the Head teacher

² The Governing Body are free to determine the review frequency of this Policy

4	Updated Appendix 1 Department of Education May 2018 Q&A Universal Credit added in section 6 and 11 and resources committee changed to finance & facilities committee	July 18
5	Residential Activities	July 2019

CHARGING AND REMISSIONS POLICY

Contents

1. INTRODUCTION	1
2. ADMISSIONS.....	1
3. ACTIVITIES WHOLLY DURING THE SCHOOL DAY	1
4. ACTIVITIES WHOLLY OUTSIDE THE SCHOOL DAY	2
5. NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE PARTLY DURING AND PARTLY OUTSIDE THE SCHOOL DAY	2
6. RESIDENTIAL ACTIVITIES	3
7. OPTIONAL EXTRAS.....	3
8. MUSIC TUITION	4
9. BEFORE AND/OR AFTER SCHOOL CARE.....	4
10. DAMAGE TO PROPERTY AND BREAKAGES.....	4
11. CALCULATING CHARGES	4
12. DEBT RECOVERY	5
13. ARRANGEMENTS FOR MONITORING AND EVALUATION.....	5
14. ASSOCIATED POLICIES AND PROCEDURES.....	5

Appendix 1 – Department for Education FAQs

No charge will be made for entry to a prescribed public examination if the pupil has been prepared for it at this school. No charge will be made for examination re-sits if the pupil has been prepared for the re-sit at this school.

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

This school offers pupils the opportunity to have their own copies of textbooks, specialist art materials etc. as desired. A charge will be made for any educational materials that parents have confirmed in advance that they wish their child to own. No young person will be disadvantaged if they do not or cannot take up the opportunity.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

From time to time we may invite a non-school based organisation to deliver an activity during the school day. Such organisations may wish to charge parents, who are entitled not to pay any fee and instead to ask the Head teacher to agree to their child being absent/taught elsewhere in the school for that period. In many cases, however, parents will be asked for a voluntary contribution towards the cost of the activity.

4. ACTIVITIES WHOLLY OUTSIDE THE SCHOOL DAY

No charge will be made for the **education** element of any activity provided outside of normal school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at this school, or part of religious education.

We will ask parents for voluntary contributions to help school fund the range of these opportunities we offer, but no young person will be excluded from an activity on the basis of a parent's inability or unwillingness to pay this contribution. The Governing Body reserves the right, however, to cancel an activity in its entirety if insufficient voluntary contributions are received.

Lunchtime and after school clubs and activities are wholly outside of school hours and do not fall under the definition of education above. Please see Point 7. Optional Extras.

5. NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE PARTLY DURING AND PARTLY OUTSIDE THE SCHOOL DAY

Where the majority of time spent on a non-residential activity is *within* normal school hours, the charging regime will be as if it happens *fully within* school hours.

Where the majority of the time spent on a non-residential activity is *outside* of normal school hours, the charging regime will be as if it happens *fully outside* school hours i.e. the activity becomes an 'Optional Extra'.

6. RESIDENTIAL ACTIVITIES

For residential trips that are essential to the National Curriculum, statutory RE or in preparation for a prescribed examination, e.g. geography field trip, a charge will be made to the parents of pupils who wish to participate for the cost of board and lodging with the exception of those in receipt of certain benefits. Details of appropriate benefits can be found at <https://www.gov.uk/apply-free-school-meals>

A residential visit may be wholly chargeable if it is an Optional Extra. Please see [Section 7](#) for more information about charging for Optional Extras.

We understand that parents should be informed of this when they are asked for money. Parents are encouraged to discuss their circumstances in confidence with the School Bursar.

We have access to the Lowther Street Trust who have provided some funding in the past for pupils facing financial hardship.

In order to cover any other costs associated with a residential visit e.g. activity tuition, for which charges cannot be made, parents will be asked to make a voluntary contribution. No child will be denied the opportunity of attending a residential if the parents do not wish to or cannot contribute voluntarily, however it is possible that unless sufficient voluntary contributions are received to cover the cost, the experience will not go ahead. The Governing Body reserves the right to cancel an activity in its entirety if insufficient voluntary contributions are received.

Parents who can prove they are in receipt of Income Support, Income based Jobseeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions), Universal Credit except reference to asylum seekers and/or the guaranteed element of State Pension Credit are eligible to apply to the school for financial support. Assistance is based on Pupil Premium eligibility. Applications should be made, in writing, to the School Bursar.

For residential trips that are not essential to the National Curriculum, statutory RE or in preparation for a prescribed examination, a charge will be made to the parents of pupils who wish to participate for the full cost of the trip e.g. the cost of board and lodging and activity tuition.

7. OPTIONAL EXTRAS

The Governing Body reserves the right to charge parents for activities deemed to be optional extras. Such activities will include, for example, a visit to the theatre unless it is part of a national curriculum subject area.

A charge will be made for examination entry fee(s) if the pupil has not been prepared for the examination(s) at this school.

Lunchtime and after school activity clubs do not operate during normal school hours and to cover the costs of offering such opportunities a charge may be made to the parents of pupils who wish to participate in them. Families on a low income, see Point 6, who are unable to pay such charges should speak to the School Bursar in complete confidence.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra

8. MUSIC TUITION

No charge will be made for tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at this school, or forms part of religious education. This includes the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

A charge will be made for vocal and musical instrument tuition for either an individual pupil or groups of any appropriate size, where it does not fall into the category of teaching described above.

National charging guidance is followed.

9. BEFORE AND/OR AFTER SCHOOL CARE

Charges will be made for any services offered to pupils before school, after school and during school holidays, with the level of fees and any remissions to be set and reviewed regularly by the Governing Body or individual service provider e.g. Breakfast Club.

10. DAMAGE TO PROPERTY AND BREAKAGES

The school will attempt to recover some or all of the costs incurred repairing wilful damage or breakage of school property or wilful damage or breakage of property belonging to a third party where the school has been charged. The actual amount will be determined by the Head teacher.

11. CALCULATING CHARGES

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

Parents who can prove they are in receipt of Income Support, Income based Jobseeker's Allowance, Support under Part VI of the Immigration and Asylum Act 1999, Child Tax Credit (with provisions), Universal Credit except reference to asylum seekers and/or the guaranteed element of State Pension Credit are eligible to apply to the school for financial support. Assistance is based on Pupil Premium eligibility. Applications should be made, in writing, to the School Bursar.

The principles of best value will be applied when planning activities that incur costs to school and/or charges to parents.

12. DEBT RECOVERY

The Governing Body authorise school to take all reasonable measures to collect debts as part of its management of public funds. In doing so it will observe the relevant financial regulations and any other legal requirements.

Staff will follow set school procedures to secure the collection of all debts. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. Only debts below that allowed for in the annual funding letter issued by the Secretary of State may be written off. The recovery of any sums above this amount will be referred first to the Governors and then to the Secretary of State for approval. If any debtor has a number of debts that together exceed the write-off limit then these will be treated as a total amount.

Unless a decision to write-off a debt is demonstrably a reasonable course of action authorisation is in place to initiate legal or other action to recover debts.

A formal record of any debts written off will be maintained and this will be retained for 7 years.

13. ARRANGEMENTS FOR MONITORING AND EVALUATION

The Finance and Facilities Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

14. ASSOCIATED POLICIES AND PROCEDURES

- Educational Visits Procedures – details available from School Bursar
- DfE Statutory Guidance document Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities', May 2018

Charging for school activities: Questions and answers

Q. What is a charging policy?

A. Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may choose to charge for certain defined activities, but only if they have first drawn up charging and remissions policies. These policies should be made available to parents on request.

Q. How does this relate to academies?

A. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

Q. A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?

A. Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are in receipt of certain benefits. The list of benefits to which this applies can be found by visiting <https://www.gov.uk/apply-free-school-meals>. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Q. With regard to the remission of board and lodging payments, explain who pays for the expense? Would it come out of the school budget or is there a grant available to claim?

A. Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

Q. Our school has a large number of pupils eligible for free school meals. This means that they would also receive remission for board and lodgings expenses for residential visits. How can the school fund/organise residential visits?

A. Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools. 12 In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for head teachers and school governing bodies to decide how to use their formula funding and pupil premium allocation. Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a

number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled. If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

Q. Can governing bodies charge for educating children in maintained schools and academies?

A. The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the national curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

Q. Can a school charge for an activity that takes place out of school hours?

A. This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See advice on optional extras on page 4 of DfE document '*Charging for school activities: Departmental advice for governing bodies, school leaders, school staff and local authorities*', May 2018.

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Q. Can a school ask parents for voluntary contributions?

A. Schools may invite parents and others to make voluntary contributions to make funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Q. The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?

A. Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

- any activity which takes place during school hours;
- school equipment; and
- school funds generally.

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Q. Can a state boarding school make compulsory charges for day pupils?

A. State funded boarding schools cannot charge for education during school hours. They may however charge for extended services offered to day pupils, but this must be optional. Compulsory charges must never be made for extended day services including breakfast clubs, after-school clubs, evening meal and supervised homework sessions whether the pupils take up these services or not. Many maintained schools provide wraparound services but they are not part of the school day and it would be unlawful for state funded boarding schools to make wraparound services compulsory.

Q. What happens if the school is not able to raise enough voluntary contributions to cover costs?

A. Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

Q. What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?

A. The school cannot exclude a child from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Q. What support can a school offer a parent/carer who has difficulty making a financial contribution?

A. Where a residential trip includes education for which charging is prohibited and the pupil's parent is in receipt of certain benefits, they will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found <https://www.gov.uk/apply-free-school-meals>. Schools must ensure that parents are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist. No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

Q. What about charges for transport during school hours?

A. Any transport provided by the school in school hours must be provided free of charge (though a voluntary contribution could be requested).

Q. Can the school charge for something like cooking ingredients or materials needed for a technology lesson?

A. The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Q. Can the school charge entry fees for examinations?

A. An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

Q. Can a school make a charge to pay for the administration required as part of the admission process?

A. Paragraph 1.9 (n) of the 'Schools Admission Code 2012' rules out requests from admission authorities for financial contributions as any part of the admissions process. Legislation prevents state funded schools from charging fees for admission or for providing education during school hours.

Q. Can a school ask for a direct debit to the school fund?

A. No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

Q. Can a school ask parents to contribute to (or pay in full) the cost of a tablet or computer?

A. Sections 451 and 454 of the Education Act 1996 prohibits schools from charging for education and the supply of materials, books, instruments or other equipment (this would include tablets), during school hours. However, there is no prohibition on asking parents to make voluntary contributions. Additionally there is a specific exception in the legislation which enables schools to charge for materials where the pupil's parent wishes them to own the materials. All contribution requests to parents must make clear that the contributions are voluntary and that, if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity or related equipment.

Q. What are community facilities?

A. Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare or swimming pool sessions. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the

school is situated. Academies should seek guidance from the Charity Commission if they are in doubt. Advice from the Charity Commission can be found here. Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities. Maintained schools should check the local authority's published financial "scheme" for maintained schools in their area for any rules about the carry of profit from one financial year to the next. Academies should determine fees and charges in accordance with chapter 6 of HM Treasury's Managing Public Money.