



## Cardinal Langley RC High School

# Charging & Remissions Policy

Policy Type:	Statutory <a href="https://www.gov.uk/government/publications/statutory-policies-for-schools">https://www.gov.uk/government/publications/statutory-policies-for-schools</a>
Review Frequency:	Recommended annually (Governing Board is free to determine)
Agreed Frequency	2 years
Implementation/Approval:	Governing Board is free to delegate
Delegated to:	Resources Committee
Policy reviewed by:	Mrs A McPartland - School Business Manager
	Mr M Taylor – Sponsor Governor
Last Reviewed/Approved:	Adopted February 2012; Reviewed Feb 2015, Feb 2018, Jan 2021, Oct 2023.
Date of Next Review:	Spring 2025

### Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### Charging Policy

Any charges made by the school must meet the requirements of the Education Reform Act 1996. The Governing Body endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

### Education Provided Within School Hours

Education provided for registered pupils is free of charge if it takes place wholly or mainly during school hours, school hours being those hours when a school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with education provided during school hours except where parents have indicated in advance their willingness to purchase the products for a pupil to own. An exception applies for tuition in relation to singing or playing a musical instrument (see below)

### Charges

Charges will not be made for any activities which form part of the National Curriculum requirements. No charge can be made for education during school hours.

The Governing Body reserves the right to make a charge in the following circumstances:

### Education Provided Out of School Hours

Where education is provided out of school hours, charging for education is permitted, except where the education is provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination; or
- b) specifically, to fulfil statutory duties relating to the National Curriculum;
- c) to fulfil duties relating to Religious Education.

In these cases, the only charge that may be made is for board and lodging on a residential trip. (see below).

### **Is an activity in or out of school time?**

If the time spent on education sessions in an activity that falls in school hours is equal to or greater than 50% then the whole activity will be treated as within school time. For residential trips, if the number of education sessions is equal to or greater than 50% of the number of half days spent on a trip it is deemed to have taken place during school hours (even if some of the activities take place in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' for this calculation is defined as any period of 12 hours ending with noon or midnight on any day.

### **Board and Lodging on Residential Visits**

Board & lodging on residential visits may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of the syllabus of a prescribed public examination; or of the National Curriculum; or to fulfil statutory duties relating to religious education.

Charges for board and lodging must not exceed the actual cost to the pupil.

### **Music Tuition**

The main exception under The Charges for Music Tuition (England) Regulations 2007 to the principle of all education during school hours is free, is that a charge may be made in respect of musical instrument and vocal tuition, either individually or in groups provided this is at the request of the parent before a pupil is given that tuition. The tuition must not be an essential part of the National.

No charge may be made for pupils looked after by a local authority.

### **Books and Equipment**

The cost of replacing lost or damaged books or equipment.

The cost of any materials, books, instruments, or equipment, where the child's parent wishes him to own them.

### **Examinations**

The governing body is required to enter a pupil for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared and pay the examination entry fee. A pupil is regarded as having been prepared for the syllabus at the school if the school has provided any part of the necessary preparation. The requirement to enter a pupil may only be lifted where, in the opinion of the Governing Body, there are educational reasons for not entering the pupil. The school may charge a fee to parents for examination entries only where:

- a) The school has not prepared students for the examination or resit in the year for which the entry is made and the parent's agreement for examination entry has been received; or
- b) The student has failed, for no good reason, to complete the requirements of the examination or to attend for it.

### **Transport**

Any transport provided in school hours to carry particular pupils between the school and any other place where education is to be provided must be provided free of charge. However, if a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, through parental agreement to this use, then parents may be asked to meet the cost of such travel. An example of this would be travel direct from home to work shadowing and vice versa.

### **Activities Outside School Hours**

The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours. This includes residential visits. A charge will be made for the cost of board, lodging and travel costs (subject to statutory exceptions, see Remissions below). The cost will not exceed the actual cost of provision. Any residual funds above a 10% threshold, where this is in excess of £5, will be returned to the payer.

Any residual funds that do not meet the threshold for reimbursement will be transferred to Angie's Fund, which can provide financial assistance in cases of hardship, at the Headteacher's discretion.

### **Optional extras**

Activities above where charges may be made are referred to as 'Optional extras'

Participation will be on the basis of parental choice and a willingness to meet such charges as are made. Any charge made in respect of individual pupils may include an appropriate element for the following: a pupil's travel costs; a pupil's board and lodging; materials, books, instruments and other equipment; provision of buildings and accommodation used in connection with the provision of the optional extra: non-teaching staff costs; entrance fees to museums, music exam fees, theatres, insurance costs.

It should be noted that any charge for an optional extra activity should not exceed the actual cost of providing that activity, divided equally by the number of pupils willing to participate. It may not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. The costs (or proportion of costs) of teaching staff involved in optional extra activities may only be passed on through charges if: -

- they are engaged specifically for the purpose of providing the activity;
- they are employed by the school to provide instrumental music tuition; or
- they are teachers (or supply teachers) already employed by the school, who have been engaged on a separate contract for services to provide the optional extra.

### **Art, Design and Technology Provision**

The cost of materials, ingredients (or provision of them by parents) for practical subjects if the parents have indicated in advance that they wish to own the finished product.

### **Damage/Loss of Property**

Deliberate damage to the school buildings or school property will be charged to parents/carers at the full cost of repairs/replacement in respect of wilful damage, neglect of or loss of school property (including premises, furniture, equipment, books or materials).

### **Voluntary Contributions**

The Governing Body may ask parents for a voluntary contribution towards the cost of any activity that takes place during school hours. Parents are under no obligation to make any contribution and pupils of parents who are unable or unwilling to contribute will not be discriminated against. In the event of insufficient voluntary contributions being made the activity may have to be cancelled and refunds will be given.

### **Remissions Policy**

Remissions are circumstances where, either statutorily or through the direction of the Governing Bodies, schools will meet (in whole or in part) any charge payable under the above charging policy for a registered pupil at the school.

### **Activities outside school hours**

Where a school activity requires pupils to spend nights away from home the school will make a charge for board and lodging, with the exception of pupils who meet certain criteria (see full Eligibility Criteria below).

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 current free school meals eligibility criteria. Current entitlement to free school meals is therefore the criterion for remission of charges.

### **Individual/Group Instrumental Tuition**

Attraction of Pupil Premium funding is the criterion for remission of charges. Lessons will be charged at 50% of the cost paid by pupils not attracting Pupil Premium funding.

### Discretionary remissions

Financial assistance may be given in other cases of hardship at the Headteacher's discretion, and where funds allow.

### Payment collections

All payments are collected using ParentPay, this is an online platform. All students are registered with ParentPay, all payments for anything listed above is done through this method. ParentPay charge 1.275% per transaction for the provision of service.

### Policy Approval:

Signature of Headteacher:		Date:	10.10.2023
Signature of Chair/Vice-Chair of the Resources Committee		Date:	10.10.2023