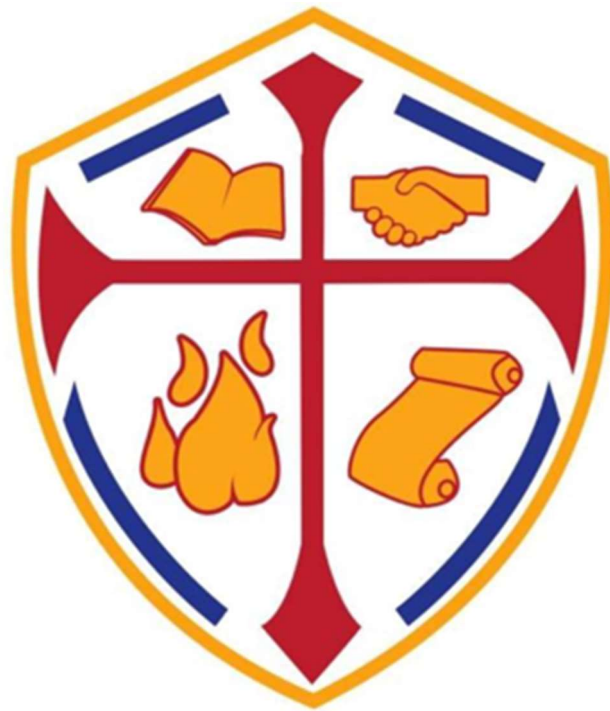




AllSaints
CATHOLIC SCHOOL

Charging and Remissions Policy

All Saints Catholic School



"We are all one in Christ, our mission and our responsibility is to recognize all individuals in our community as part of the body of Christ and to value them accordingly in our treatment of them, thriving and progressing in a spirit of togetherness"
(1 Cor. 12:29)

Approved by chair
of Governor:

Date:

Last reviewed on: September 2020

Next review due by: September 2021



	Activity	Legal requirements and other considerations	GB can determine?	Options
1	Admissions	No charge can be made for admission	No	
2	School meals	No charge can be made for school meals for pupils who qualify for statutory remissions, as defined in section 11a of this guidance	No	
		A charge may, but does not have to, be made for pupils not entitled to free school meals	Yes	<i>1. Charge all pupils not entitled to free school meals an amount determined by the local authority, contractor or governing body of the school, as appropriate</i>
3	Public examinations	No charge may be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.	No	
		An examination fee may be charged to parents if the examination is on the set list, but the pupil has not been prepared by the school	Yes	<i>1. Do not charge examination fee where the school supports the educational value of the examination</i>
		An examination fee may be charged to parents if the examination is not on the set list, but the school arranges for the pupil to take it	Yes	<i>As above</i>
		An examination fee may be charged to parents if a pupil fails without good reason to complete the requirements of any public examination where the LA or governing body paid or agreed to pay the entry fee.	Yes	<i>1. Headteacher to decide whether charge should be made to parent on case by case basis</i>
4	Activities for pupils that take place during school hours	No charge can be made for activities provided during school hours (with the exception of music tuition – see Section 8 of this guidance)	No	
	('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	No charge can be made for transport during school hours eg to swimming (a voluntary contribution may be sought for this and other activities exempt from charges – see section 12).	No	
		A charge can be made to cover the cost of ingredients or materials where parents/guardians have indicated in advance that they wish to own the finished product	Yes	<i>1. Ask for a voluntary contribution to cover costs of materials/ingredients</i>



5	Activities for pupils that take place outside school hours (non-residential)	No charge can be made for an activity that takes place outside school hours when it is: a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education	No	
		Schools may choose to charge for other activities that take place outside school hours. Where a charge is made, the total collected must not exceed the cost of providing the activity, and no parent may 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. Costs that may legally be recovered are: a) teaching staff engaged under contracts for services purely to provide an optional extra; this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff c) any materials, books, instruments or equipment provided in connection with the optional extra d) transport to an activity outside school hours	Yes	1. GB decides a) which activities should be charged for b) whether any remissions should apply in each instance c) what the level of charges should be for each activity, including any remissions
6	Activities that take place partly during school hours either on or off site (non-residential).	If the majority of time spent on a non-residential activity is within school hours, then the activity must be treated as if it is fully within school hours, and no charge can be made (even if there is travel time that takes place mostly outside school hours)	No	
		If the majority of the time spent on a non-residential activity is outside school hours, then the activity is classified as happening outside school hours, and the same criteria to charging should be applied that are set out in section 5	Yes	See options in Section 5



7	Residentials	<p>There are a number of things to take into account when looking at charging for residentials</p> <ul style="list-style-type: none"> a) whether it is classified in law as taking place within or outside school hours b) charging for board and lodging c) charging for transport d) charging for activities 			
		a) Classification of residentials			
		<p>Residentials are classified in law 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 Each school day is divided into two sessions. A half day is a twelve hour period starting at noon or midnight.</p> <p><i>Example 1: Residential trip leaving school at 12pm on Wednesday and returning at 9pm on Sunday, counts as nine half days and five school sessions, and is therefore classified as taking place within school hours for charging purposes.</i></p> <p><i>Example 2: Residential trip leaving school at 12pm on Thursday and returning at 9pm on Sunday, counts as seven half days and three school sessions, and is therefore classified as taking place outside school hours for charging purposes.</i></p>			
		b) Board and lodging			
		Charges may be made to cover the full unit cost of board and lodging per pupil on a residential, whether it is classified as taking place within or outside school hours, except for pupils who are legally entitled to remission.	Yes	1. Charge each pupil, other than those entitled to remissions, an amount up to the actual cost of their board and lodging. The actual amounts to be decided by the Headteacher	
		No charge for board and lodgings may be made in respect of pupils who are legally entitled to remission (see Section 11a)	No		
		c) Travel			
If the residential is classified as being within school hours, no charge may legally be made for travel costs (a voluntary contribution may be sought for this and other activities exempt from charges – see section 12).	No				



		If the residential is classified in law as being outside school hours, a charge may be made to cover the unit cost per pupil.	Yes	1. Charge for travel to cover up to the unit cost per pupil
		d) Activities during residential		
		If the residential is classified as being within school hours no charge can legally be made for the activities provided.	No	
		If the residential is classified as being outside school hours, a charge may be made for the activities provided.	Yes	See options in Section 5 of this document
8	Music tuition within school hours	No charge may be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc)	No	
		No charge may be made for the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities). This includes instrument hire, music books etc	No	
		Charges may be made for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within school hours, whether offered to an individual or group of pupils, (except for Children Looked After by the local authority). Charges may vary depending on size of group, length of lesson and type of instrument, and should aim to ensure that specialist music tuition is accessible and affordable for all children	Yes	1. A scale of charges to be determined by the headteacher and GB, with concessionary rates as in Section 11b of this document
		No charge can be made for instrumental and vocal tuition, or for instrument hire, music books etc, for Children Looked After by the local authority	No	



9	Childcare	A charge should be made to families accessing childcare after school and during school holidays, with the level of fees to be set and reviewed regularly by the governing body, and in accordance with any requirements set by the local authority where it is subsidising provision. (Parents on low incomes working more than 16 hours per week will be able to claim up to 80% of the costs of childcare through the childcare element of the Working Tax Credit.)	No	
		The school may choose to subsidise the cost of providing childcare if funding is available from external sources, or by drawing on the SSG element of the school's budget; it may not use any other element of the school budget for this purpose.	Yes	<i>1. GB to agree that a limited number of subsidised places be offered to targeted children. Headteacher to be delegated authority to decide which families this should apply to</i>
		A charge may be made for breakfast clubs	Yes	<i>1. Full unit costs charged for working parents, with remissions</i>
10	Damage to property and breakages	Schools may seek to recover some or all of the costs incurred due to wilful damage or breakage of school property.	Yes	<i>1. Headteacher decides on a case by case basis whether to seek to recover costs, taking advice from those involved</i>
		Schools 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.	Yes	<i>As above</i>
11	Remissions and concessions	<p>a) Statutory remissions</p> <p>Pupils whose parents, receive one of the support payments below are legally entitled to remissions, where specified in this document.</p> <ul style="list-style-type: none"> • Income Support (IS) • Income Based Jobseekers Allowance (IBJSA) • 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 £16,190 (Financial Year 2010/11) • the guarantee element of State Pension Credit and • an income related employment and support allowance that was introduced on 27 October 2008 	No	



		<p>b) Concessions</p> <p>Schools may also choose to subsidise, in full or part, charges for certain activities and pupils e.g. for siblings</p>	Yes	<i>1. Headteacher and Governing Body decides those activities to which concessionary rates should apply, and for which pupils</i>
12	Voluntary contributions	Schools may invite parents to make a voluntary contribution towards activities that are exempt from charging.	Yes	
		Where schools do ask for voluntary contributions, they must ensure and make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil should be excluded from the activity if their parents do not contribute.	No	
		If an activity cannot go ahead without sufficient voluntary contributions, this must be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received must be returned to parents.	No	
13	Lettings	Schools should charge the communities for using their facilities, and will need to ensure that their charges include adequate cover for additional and 'hidden' costs such as site management, heating and cleaning. However, if the activity supports the needs of the school community through a private letting or a partnership agreement with a third party, it is expected that schools will reduce lettings charges accordingly.	Yes	<i>The Headteacher and Governing Body decide on hourly charges relating non concurrent users for any area of the school that is made available for wider community access, reviewed annually. If there is more than one user, rates would be negotiable. Different rates will apply to corporate, private and community use.</i>