

Runnymede St Edward's Catholic Primary School

Charging and Remissions Policy and Procedures



'Inspire, Challenge and support through Faith'

Date written: September 2024

Date Agreed by Governors: October 2024

Date to review: September 2025

1 Introduction

1.1 Legislation and guidance

This policy is based on advice from the Department for Education (DfE) 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.

1.2 Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

1.3 At Runnymede St. Edward's Catholic Primary School all education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

2 Voluntary contributions

2.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, Runnymede St. Edward's Catholic Primary School invites parents to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

2.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums, art galleries, places of interest
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- visiting speakers to the school e.g. science workshops
- musical events

- costs to cover ingredients

2.4 With regards to optional extras: Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

3. Residential Visits

3.1 If Runnymede St. Edward's Catholic Primary School organise a residential visit during school time, or mainly in school time, which is to provide education directly related to the National Curriculum, Guidance Points 2.1 and 2.2 above apply. If the residential visit is mainly out of school time i.e. holidays or weekends Governors reserve the right to withdraw a place from a child who is unable to make part or whole payment. Governors will consider each such cases individually.

3.2 A charge can be made for board and lodging on residential educational visits/activities, but parents who qualify for prescribed benefits and allowances are entitled to a remission of the charges. Guidance on how to check the eligibility (for remission of charges) of children whose families receive certain benefits can be accessed via the Administration & Finance link on the DFE website at www.education.gov.uk

4. Music Tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 There may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. When we make a charge for these lessons, parents in receipt of state benefits are exempt from payment. Information about charges for tuition and instruments is given to parents before children embark on a programme. Children are mainly required to purchase their own instruments. In special circumstances the school may help with such purchases.

5. Swimming

5.1 The school organises swimming lessons for children in Key Stages 2. These take place in school time and are part of the National Curriculum. We therefore make no charge for this activity. We inform parents when these lessons are to take place.

6. Materials

6.1 In some circumstances parents may be asked to contribute towards the cost of materials for a particular activity e.g. food.

6.2 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the additional materials divided equally by the number of pupils participating

7 After school clubs

7.1 The school offers a range of additional clubs after school. Where a qualified coach/external provider runs and organises these sessions, there may be a charge. Other sessions led by teaching staff will be offered to pupils free of charge.

7.2 If a member of support staff provides coaching outside of contracted hours and operates a separate business then they must complete a declaration of interest form.

7.3 All outside providers must confirm in writing that they are responsible for declaring their earnings for tax & revenue purposes.

7.4 Collection of funds - Payment of fees for external providers may be done through Arbor or directly to the provider. A full audit trail of monies collected must be available if requested.

8 Payment of Fees

8.1 All fees for After Care (including Breakfast Club) must be paid in advance of the child participating in/using the activity or service. Failure to do so may result in your child being refused access to or After Care. If fees are paid monthly, no matter what method is used for payment (Childcare Vouchers, Cheque or Arbor), the school must receive funds at the beginning of the agreed period.

8.2 Payment of fees to external providers must be made as per their terms & conditions. Runnymede St. Edward's Catholic Primary School are not liable for fees not paid by parents and carers to external providers when fees are due.

9. Remissions

9.1 Remissions: In some circumstances the school may not charge for items or activities set out in the 'Charging' sections of this policy. This will be at the discretion of the Headteacher and Governing Body and will depend on the activity in question. If parents/carers require support in paying charges for activities, they should see the Headteacher.

10. Monitoring and review

10.1 This policy is monitored by the governing body, and will be reviewed in one year, or earlier if necessary.