



## **St Anthony's School**

### **Policy No. 13 Charging and Remissions**

**March 2021**

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## **Introduction**

The St Anthony's School Governing Body want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the school curriculum regardless of their family's financial means.

As they recognise the valuable contribution that the wide range of additional activities, including clubs, 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.

This policy sets out our school approach to charging and remissions, and is informed by local authority guidance and Department of Education guidance. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

## **Aim**

The aim of this policy is to set out the charges that will be levied for activities, the allowances available and the circumstances under which voluntary contributions will be requested from parents.

## **Admissions**

No charge will be made for admission.

## **School meals**

We will 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.

No charge will be made for pupils entitled to free school meals.

## **Public examinations**

No charge will be made for the entry fee if the examination is on the set list and the pupil has been prepared at the school.

Where supported by school, we will not charge parents for the entry fee if the examination is on the set list, but the pupil was not prepared for it at school.

Where supported by school, we will not charge parents the entry fee if the examination is not on the set list, but school has arranged for the pupil to take it

We may charge parents the examination fee if a pupil fails without good reason to complete the requirements of a public examination where the school originally paid the entry fee. This will be decided by the Headteacher.

## **Activities for pupils that take place during school hours**

('School hours' are those when school is actually in session and do not include the break in the middle of the school day)

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

No charge will be made for activities provided during school hours

No charge will be made for transport during school hours e.g. to swimming.

**Activities for pupils that take place outside school hours (non-residential)**

No charge will 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

**Optional extras**

St Anthony's may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will 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 we can legally recover are as follows:

- 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

**Activities that take place partly during school hours either on or off site (non-residential)**

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours and will apply the same criteria to charging as set out in this policy.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in this policy.

**Breakages or Wilful Damage**

In cases of wilful or malicious damage to equipment throughout the school, the school may make a charge.

Each incident will be dealt with on its own merit and at the discretion of the head teacher.

Third parties might make charges for activities outside school time but this will be arranged directly with parents.

**Residentials**

Residentials are classified 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.

- Board and lodging

We may charge pupils an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside school hours except where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging.

- Travel

If the residential is classified as being within school hours, no charge will be made for travel costs. Where the residential is classified as being outside school hours, no charge will be made for travel costs.

- Activities on residential

If the residential is classified as being within school hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside school hours, a charge may be made for the educational activities provided.

### **Remissions**

The school may be able to offer additional financial support for parents/carers that find it hard to meet the cost of additional activities. This will be dealt with in confidence, case by case. If parents/carers require additional support the parent/carer will need to meet with the head teacher who will consider the needs presented.

In other circumstances the Governing Body will invite parents to apply in confidence to the head teacher for the remission of charges in part or full. The head teacher in consultation with the Chair of Governors will authorise them where appropriate.

### **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for additional activities.

- If an activity cannot be funded without voluntary contributions then this will be made clear to parents/carers at the outset.
- If insufficient voluntary contributions are raised, then the whole activity may be cancelled.
- If a parent/carer is unwilling or unable to pay, the child will be given an equal chance to go on the visit and will not be treated differently.
- The school will make it clear to parents/carers at the outset what their policy on allocating places on school visits will be.
- These are voluntary contributions and so there is no obligation to pay.
- These voluntary contributions will be used to ensure that educational visits continue to enrich the curriculum.

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