

## Charging and Remissions Policy

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### Policy history:

<b>Approved by:</b>	<b>Resources &amp; Personnel Committee</b>	<b>Date: Lent 2025</b>	
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### Linked policies and procedures:

<b>Policy Name</b>
Finance Manual

## 1. Philosophy

'The glory of God is each person fully alive'. The curriculum at St. Paul's should encourage excellence and achievement through the breadth of opportunity available'. (A Vision for St. Paul's)

Any charge made by the school will meet the requirements of sections 449-462 of the Education Act 1996.

## 2. Admissions

There is no charge for admissions.

## 3. School meals

There is no charge for children who are entitled to free school meals.

## 4. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. However, if the pupil fails without good reason to meet an examination requirement, the school may recover the fee incurred from that pupil's parents. This includes re-sits.

Charges for examinations may be made when:

- a) A pupil wishes to re-sit an examination in a subject where the cost of the original entry was met by the school.
- b) When a pupil fails to complete minimum coursework requirements or to turn up for a written examination paper, without providing a reason for which a case for special consideration can be made to the examination board.
- c) A pupil wishes to be entered for an examination but staff feel that the minimum coursework requirements will not be met. In this case, parents will be asked to pay the examination fee as a condition of entry and this will be returned on completion of coursework.

## 5. Activities that take place during school hours (this does not include the break in the middle of the school day)

An activity that is wholly or mainly within school hours will not normally be charged for with the exception of music tuition (**section 8**). There is no charge for transport during school hours to school-organised activities.

Voluntary contribution may be sought for trips which take place mainly during school time. No pupil will be prevented from taking part because parents are unable to pay but the school may cancel the trip if the level of contributions is insufficient to cover the cost. Letters should ensure they address this.

## 6. We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (**section 5**)
- music or vocal tuition (**section 8**).

## **7. Activities that take place outside of school hours (non-residential)**

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Voluntary contribution may be sought for trips which take place mainly outside of school hours where the activities are directly related to the curriculum. No pupil will be prevented from taking part because parents are unable to pay but the school may cancel the trip if the level of contributions is insufficient to cover the cost. Letters should ensure they address this.

## **8. Optional extras**

The school will charge for optional extras. Optional extras are:

- education provided outside of school time that is **not**:
  - a) part of the National Curriculum
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c) part of religious education
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- board and lodging for a pupil on a residential visit.
- In practical subjects parents may be asked for the full or partial cost of materials or ingredients if they have indicated that they wish to keep the finished article.

## **9. The cost of optional extras**

The Headteacher will decide when it is necessary to charge for optional activities. Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to. When 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, including supply teachers engaged specifically to provide the optional extra
- 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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

## **10. Residential activities**

**Our school will not charge for:**

- education provided on any visit that takes place during school hours

- education provided on any visit that takes place outside 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 the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

**Our school will charge for:**

**Board and lodging** - when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. *Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost.*

Voluntary contribution may be sought for trips which take place mainly during school time. No pupil will be prevented from taking part because parents are unable to pay but the school may cancel the trip if the level of contributions is insufficient to cover the cost. Letters should ensure they address this.

**Travel** - Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs. There is no charge for Transport provided in connection with an educational visit.

**Activities** - The school may charge for residential activities that fall **outside** of school hours.

**Music tuition within school hours**

Our school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

The school may also charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. This includes instruments, music books and exam fees.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

**11. Extended services**

St. Paul's is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities. These activities enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, *e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)*
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **12. Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a pupil the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

## **13. Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- income-based Jobseeker's Allowance
- income-related Employment and Support Allowance
- support under Part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with in confidence.

The Headteacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the Headteacher.

## **14. Voluntary contributions**

The school may ask for voluntary contributions to the school for general funds and / or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **15. Inability or unwillingness to pay**

St. Paul's is committed to ensuring fair access and treatment of all pupils and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**Review: 2025 / 26 by Leadership Team for presentation to the Resources and Personnel Committee of the Governing Board.**