



*Saint Joseph's*  
CATHOLIC SCHOOL

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# **Charging & Remissions Policy**

**Version 5.0 January 2025**

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
LAVERSTOCK  
SALISBURY  
SP1 1QY

<b><u>Success Criteria:</u></b>			
<b><u>Context/Aim</u></b> To enable as many children as possible to experience the world beyond the classroom as an essential part of learning and personal development. We aim to provide a wide range of activities both extra-curricular and within school time.			
<b><u>Monitoring Procedures:</u></b>			
<b><u>By Whom:</u></b> School Business Manager	<b><u>When:</u></b> Biennially	<b><u>How:</u></b> Updating policy to take into account new legislation / procedures	
<b><u>Evaluation:</u></b>			
<b><u>By Whom:</u></b> Governors' Finance & Premises committee	<b><u>When:</u></b> Biennially	<b><u>How:</u></b> Minutes of meetings	
Version	Approved	Review Date	Additional Info.
5	January 2025	January 2027	Rewrite
4	January 2023	January 2025	-
3.2	January 2021	January 2021	-
3.1	January 2019	January 2021	-
3	November 2016	November 2018	Rewrite
2.5	January 2014	January 2016	-
2.4	January 2012	January 2014	-
2.3	January 2010	January 2012	-
2.2	January 2009	January 2010	-
2.1	October 2006	October 2007	-
2.0	January 2006	October 2006	-
1.0	December 2003	Sept 2004	-

<b>Vision Statement:</b>
<p>St Joseph's is a co-educational, 11-16 Catholic voluntary-aided school in the diocese of Clifton and the county of Wiltshire. Our aim is to provide a caring educational environment where each person is valued and is given the dignity due to a child of God.</p> <p>At the heart of our school is the Christian vision of the human person. We want each member of our community to grow as an individual witness to the gospel values of love, truth and justice. We want each pupil to be healthy in mind, body and spirit. Each member of our community should feel safe and secure in the learning environment. We aim to develop a sense of self-discipline and responsibility in our pupils. Everyone in our community should show respect for themselves, respect for others and respect for the environment.</p> <p>We believe that each pupil should have the opportunity to enjoy and achieve to their full potential. We are committed to praising and celebrating achievement. We want our pupils to have high expectations of themselves to understand the value of service to others and our responsibility as stewards of the environment. Everyone has a contribution to make in helping to build the common good. We aim to equip our pupils with the ability to make good choices in their lives based on the positive relationships and values they have learned in St Joseph's.</p> <p>We aim to help each of our pupils to develop spiritually, morally, academically and physically. We want them to achieve economic well-being while being mindful of the needs of others who are less fortunate.</p> <p>Headmaster</p>

## **1. Aims**

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## **2. 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

## **3. Definitions**

Charge: a fee payable for specifically defined activities

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

## **4. Roles and responsibilities**

### **4.1 The governing board**

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headmaster.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Finance and Premises committee.

Monitoring the implementation of this policy has been delegated to the Finance and Premises committee.

### **4.2 Headmasters**

The Headmaster is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Headmaster of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents/carers**

Parents/carers are expected to notify staff or the Headmaster of any concerns or queries regarding the charging and remissions policy.

#### **5. Where charges cannot be made**

Below we set out what we cannot charge for:

##### **5.1 Education**

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided outside school hours if it is part of:
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.
  - Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer.
  - Entry for a prescribed public examination if the pupil has been prepared for it at the school.
  - Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

##### **5.2 Transport**

- Transporting registered pupils to or from the school premises, where the local authority (LA) has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the school or LA has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

##### **5.3 Residential visits**

- 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.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.

- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

## **6. Where charges can be made**

Below we set out what we can charge for:

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.3).
- Community facilities.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

### **6.2 Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- **Education provided outside of school time that is not part of:**
  - The National Curriculum.
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education..
  - Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
  - Transport (other than transport that is required to take the pupil to school or to other premises where the LA or governing board has arranged for the pupil to be provided with education).
  - Board and lodging for a pupil on a residential visit.
  - Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).
- 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.
  - The cost of buildings and accommodation.
  - 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 an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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/carers 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 that is to be charged for.

### **6.3 Music tuition**

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum.
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a local authority.

### **6.4 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips.
- Sports activities.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The school will charge for the following activities:

- Breakfast.

- After-school clubs.
- Sports clubs.

For regular activities, the charges for each activity will be determined by the school and reviewed annually each year. Parents/carers will be informed of the charges for the coming year annually where applicable.

## **9. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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).

## **10. Monitoring arrangements**

The Headmaster monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headmaster and Business Manager every two years.

At every review, the policy will be approved by the Finance and Premises committee.