



# St Mary's Catholic First School

## Charging and Remissions



**Bishop Wilkinson**  
Catholic Education Trust  
Through Christ, in Partnership

Part of the Bishop Wilkinson Catholic Education Trust  
Company Registration Number 07890590

Signed by Chair	T Neeson
Statutory Policy	Yes
Required on Website	Yes
Review Period	February 21
Next Review Date	February 22
Reviewed by	Alison Mellor

**St. Mary's Catholic First School**  
**Charging and Remissions Policy**

**Introduction**

Our policy follows the provisions of the Education Act 1996, sections 449 – 462 and takes into account each type of activity which can be charged for and explain when changes will be made.

As a school we are committed to providing free school education for pupils on roll. We aim to provide a broad and balanced curriculum for the pupils in school as well as additional optional activities. All our pupils, we believe, have an equal opportunity to benefit from school activities and visits curricular and extra-curricular.

Parents will be made aware of changes and the policy statement will be made available to parents on request.

**Musical Instruments**

Charges may be made for teaching either an individual child or children in a group of up to five to play a musical instrument, if the teaching is not an essential part of the National Curriculum.

**Voluntary Contributions**

We cannot charge for school time curriculum activities but may invite parents to make voluntary contributions towards the cost of the activity.

It must be made clear that children of parents who do not contribute will not be treated any differently.

If a particular activity cannot take place without some help from parents, that should be explained to them at an early stage.

The essential point is that no child may be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

**Activities not run by the school or LA**

When a non-school organisation arranges an activity to take place during school hours and parents want their child to join in the activity, such organisations may charge parents.

Parents must then ask the school to agree to their child being absent just as they would if they wanted to take their child on a family holiday.

**Education outside school hours**

Parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the National Curriculum or religious education.

These are described as 'optional extras' and it is up to the LA or the governing body providing activities to decide whether to make a charge.

If a charge is made for each child this should not exceed the actual cost. If further funds need to be raised e.g. to help in hardship cases, this must be by voluntary contributions or general fund raising.

### **Education partly during school hours**

Sometimes an activity may occur partly during and partly outside school hours.

If most of the time spent on a non-residential activity takes place during school hours that activity counts as taking place entirely in school hours and no charge can be made.

A trip which involves leaving school an hour or so earlier than usual in the afternoon but then went on late into the evening would be classified as taking place outside school time. Charges would then be allowed.

### **Residential activities**

Special rules apply for residential activities. A trip counts as fully within school time if the number of school sessions missed by the children amounts to half or more of the number of half days taken up by the activity.

For a residential activity taking place largely during school time and where it is to do with the National Curriculum no charge can be made for the education or for the cost of travel.

However charges can be made for board and lodgings in these circumstances except for children whose

parents are receiving the following: Child Tax Credit (not working tax credit) – with an income below

£16,190; Income Support; Income Related Employment and Support Allowance; Income Based Job Seekers

Allowance; Guaranteed Element of State Pension Credit; the Immigration & Asylum Act 1999.

For residential activities taking place mainly outside school time charges can be made.

**This policy statement will be reviewed annually to take account of any changes in legislation affecting charging for activities in school.**