



## **Charging and Remissions Policy**

*"Love one Another as I Have Loved You"*

### **Commitment to equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**Signed by Chair of Governors:**

**Signed by Headteacher:**

## **1.0 Aim**

- 1.1 The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **2.0 Responsibilities**

- 2.1 The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **3.0 Charges**

- 3.1 **Charges cannot be made for .....**The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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, 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.
- Tuition for pupils learning to play musical instruments if the tuition is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip 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 trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip

## **3.2 At St Nicholas charges will be made for:**

**Trips and activities will be organised on a cost basis. If sufficient parents do not contribute, the educational visit will not take place.**

**a) Activities outside school hours**

Residential and non-residential activities (other than those listed above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

**b) Trips during the school day**

When any trip is arranged parents will be notified of the policy for allocating places. This would recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

**b) Residential visits during school hours**

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time.

**d) Music tuition**

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

**Remissions**

At St Nicholas in order to remove financial barriers from pupils, the governing body has agreed that some activities and visits, where charges can legally be made, will be offered at no charge or a reduced charge to parents in particular circumstances. These parents will be spoken to on an individual basis.

**Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- *Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the term so that parents can plan ahead and residential visits at least six months*
- *We have established a system to parents to pay in instalments*
- *When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip*
- *We acknowledge that offering opportunities on a 'first pay, first served' basis discriminated against pupils from families on lower incomes and we will avoid that method of selection.*

**Disability Equality Impact Assessment**

- This policy has been written with reference to and in consideration of the school's Disability Equality Scheme. Assessment will include consideration of issues identified by the involvement of disabled children, staff and parents and any information the school holds on disabled children, staff and parents.