

St Francis of Assisi Catholic College

'Nil satis optimum'



Charging and Remissions Policy

Control Sheet

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Associated documents:	
College Policies <ul style="list-style-type: none"> • Curriculum • Equality, Diversity and Inclusion • Examinations • Complaints Procedure • Whistleblowing 	
Links to:	
Statutory guidance <ul style="list-style-type: none"> • Education Act 1996 • Education (School Sessions and Charges and Remissions Policies) Regulations 1999 Non-statutory guidance <ul style="list-style-type: none"> • DfE Charging for School Activities 	

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1. Policy statement

For the purposes of this document the term ‘parent’ is taken to include any parent, carer or person with parental responsibility for a pupil.

Legislation restricts the types of activity schools are allowed to charge parents and pupils for. Whilst adhering to the Law, St Francis of Assisi Catholic College (referred to forthwith as ‘the College’) will always try to:

- Make activities accessible to all pupils regardless of family income.
- Encourage and promote external activities which give added value to the curriculum.
- Respond to the wide variations in family income while not placing additional unexpected burdens on the College budget.

2. What cannot be charged for

The general principle that no charge can be made for education in school hours (excluding the midday break) in maintained schools is set out in the [Education Act 1996](#). The relevant regulation is the [Education](#)

[\(School Sessions and Charges and Remissions Policies\) Regulations 1999](#). Non statutory guidance from the DfE is given in [Charging for School Activities](#).

No charge can be made for any books, materials, instruments, equipment or transport for use in connection with education if the education is:

- Within normal College hours.
- For the National Curriculum programme out-of-College hours.
- For statutory religious education.
- For a prescribed public examination prepared for by the College.

Where education is provided outside of College hours no charge shall be made provided it is required as part of the curriculum or syllabus.

From time-to-time, the College may invite parents to make a voluntary contribution to allow it to offer activities or experiences which otherwise might not be possible. This might include activities taking place in College time, which form part of the curriculum or an examination syllabus. However, the child of any parent who is unable to make a voluntary contribution will not be prevented from participating in an activity which takes place during College time if the activity goes ahead.

No charge can be made for admission to the College except when it is provided for:

- Part time education for persons over compulsory school age.
- Full time education for persons over compulsory school age.

No charge can be made for entry to a public examination on the Secretary of State's prescribed list, except where the pupil without good reason fails to attend or meet the requirements of the examination in which case the College may seek to recover the cost from the pupil's parents.

3. Voluntary contributions

Parents may volunteer to pay for any educational activity, and the College may request voluntary contributions for these both within and outside of normal College hours. However, no pupil will be excluded from them where the parent has not paid the contribution.

4. What can be charged for and voluntary contributions requested?

Finished Products

Where parents have expressed a wish in advance to have a finished product made at College (e.g. in design and technology or art lessons) a charge can be made at cost price. Parents must be informed of the charge for the product in advance.

Permitted Charges

Any charge in respect of an optional or extra activity may require parental agreement and willingness to meet the charges. Parents should be aware that it may not be possible for the College to provide the activity if insufficient contributions are received.

The following are classed as permitted charges, but any charge will not exceed the cost of the provision and parents must, in advance, agree to their child receiving it and also be made

aware of the charge:

- Costs of lost and destroyed College property and breakages;
- Any costs associated with individual tuition in the playing of musical instruments whether in or out of College hours, unless it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum.
- Education provided out of College hours that is not part of the National Curriculum, not part of a syllabus of a prescribed public examination for which the child is being prepared or not part of religious education.
- The cost of entering a pupil for a public examination not on the Secretary of State's prescribed list, and the cost for preparing the pupil for such an examination out of College hours.
- The cost of preparing and entering a pupil for a public examination which is not part of the National Curriculum and/or provided as part of the College curriculum.
- Re-sits of prescribed public examinations where no further preparation has been provided by the College.
- Examination entries for an exam the College is not preparing the child for.
- Transport, where this is not required for bringing or taking a child to or from education, to and from home to any activity not provided by, but permitted by, the College, the Diocese or a local authority, for example the main work experience.

5. Permitted charges for educational visits and activities

Charges may be made for board and lodging on educational visits and activities; when calculating any charges, the College will take into account the following:

- Parents who qualify for prescribed benefits and allowances or whose children are entitled to receive free school meals will be entitled to a remission of the charges.
- Non-residential activities: If 50% or more is spent on an activity in College time (including travelling time, but excluding midday breaks), the whole activity is deemed to be inside College time and will be charged for.
- Residential activities: The number of half-days is counted (a half-day being any 12-hour period ending at either noon or midnight). If the number of days and half-days spent on the activity is greater than the number of College sessions (morning and afternoon sessions) that a pupil would spend on a normal College day, the activity is deemed to take place outside College hours and vice-versa. Travelling time is included in the time calculation.
- When a departure or return time splits a half-day then all the half-day counts if more than 50% of the half-day is used for the activity.

6. Costs to the College used in calculating charges

The College may include the following costs in its calculation of the charges:

- Any materials or equipment.
- Staffing costs, including where staff are specifically contracted for an activity referred to in section 4 above.

The charge will not exceed the total cost of provision and will not include any subsidy to parents who are unable or unwilling to pay or supply cover where the activity is partly in College hours.

7. Refunding charges

Visits and activities

If the income exceeds the actual costs, the College will refund any surplus of £5 or more per pupil who contributed to the activity. Any amount below this will be transferred to the College's Discretionary Grants Fund.

Arrangements for surpluses not refunded

Any surpluses not refunded will be transferred to the Discretionary Grants Fund and used to support access to activities covered under this Policy for those pupils whose families are experiencing financial hardship.

8. Remission of charges

The College believes that all pupils should have the opportunity to gain fully from the experiences it may offer; it also recognises the real and persistent difficulties faced by some families on low incomes or who may be facing financial hardship in meeting the cost for their children of the activities described in this Policy. Therefore:

- Parents who qualify for prescribed benefits and allowances or whose children are entitled to receive free school meals will be entitled to a remission of the charges.
- Parents who find themselves in financial difficulties may apply in confidence to request consideration from the College for financial support.

Any remission of charges in part or in full will be authorised by the Head Teacher or their Nominated Officer.

9. Fundraising and sponsorship

General fundraising and sponsorship from a variety of sources may be permitted by the College to raise funds to allow the activities described in this Policy to take place. Any fundraising activity must be authorised by the Head Teacher or their Nominated Officer and make its purpose clear to those who may wish to contribute.

10. Letting of the College site and premises

Charges will be made for the use of any of the College's facilities which form part of its site or premises by private individuals or external organisations at an appropriately determined rate. Lettings will only be permitted where they are not needed for the purpose of education during that time and under no circumstances will lettings be subsidised from resources provided for the education of pupils.

Hirers will need to demonstrate that they have adequate insurance or provision for compensating the College for any damage they cause and for conducting the relevant activity. They must also leave the facilities in a clean and tidy state, otherwise additional fees may be charged or notice given to terminate the agreement.

Any letting of the College site and premises must be authorised by the Head Teacher or their Nominated Officer and subject to an appropriate agreement.

11. Complaints

If a parent or hirer believes that the College has not complied with this Policy, they should contact the Head Teacher or their Nominated Officer in the first instance to try and resolve the matter informally. If this does not resolve the matter it will be dealt with under the College Complaints Procedure.

12. Policy review

The implementation and impact of this Policy will be reviewed every three years by the Governing Body; this may occur earlier should there be a change in legislation, statutory guidance or an event or incident in the College which makes this necessary. The recognised trade unions will be included in this process

