

OUR LADY QUEEN OF PEACE R.C. PRIMARY SCHOOL

In our school we believe that each person is unique and created to flourish in God's image.

We aspire to excellence through a nurturing environment in which every child takes Jesus Christ as their model and develops their individual gifts so that they live fully and serve others.



Charging and Remissions Policy

Agreed: 

Date: 5.12.17

Review Date: Autumn 2019

Introduction

This policy is the General Policy on charging, drawn up by the Governing Body of Our Lady Queen of Peace RCVA Primary School. It sets out to explain when and when not the school will charge parents and others for school activities and school trips.

Education

The school will not charge for:-

- Education provided during school hours (including the supply of materials, books, instruments or other necessary equipment).
- Education provided outside of 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 that the pupil is being prepared for at the school.

The schools will charge for:-

- Any materials, books, instruments or equipment where the child's parents wish their child to own them.
- Optional Extras (see Appendix 1).
- Music Tuition in limited circumstances (see page 3).
- Before and after school care.

Voluntary Contributions

The schools may ask parents or others for voluntary contributions to benefit the school or school activities.

If the proposed activity cannot be funded without voluntary contributions, the Governing Body or the Headteacher will make this clear to the parents at the outset. The Governing Body or Headteacher will also make it clear to parents that there is no obligation to make any contribution and that no child will be excluded from any activity because their parents are unwilling or unable to contribute towards the expense.

If sufficient voluntary contributions are not raised to fund a trip or activity, then it may be cancelled.

Residential Trips

School cannot charge for:-

- Education provided on any trip that takes place during school hours.
- Education provided on any trip that take 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.

Schools can charge for:-

- Board and lodging, including that of necessary supervisory staff, but the charge must not exceed the actual cost.

When the school informs parents about a forthcoming trip, we will make it clear that parents who can prove they are in receipt of the relevant benefits will be supported to pay the cost of board and lodging:-

If a parent is unwilling or unable to pay towards the cost of the trip, their child will still be given an equal chance to go on the visit. If sufficient voluntary contributions are not raised to fund a trip or activity, then it must be cancelled.

Every child will be treated equally when allocating places on school trips.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges may be made for tuition in playing a musical instrument, for either an individual or a group of up to four, provided that the teaching is not an essential part of either the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school.

The costs, or a proportion of the costs, for providing teaching staff for tuition in playing a musical instrument outside of school hours can be charged if the teaching is not part of the National Curriculum, or part of a public examination syllabus that the pupil is being prepared for at the school. This is an optional extra.

Transport

School does not charge for:-

- Transporting registered pupils to or from the school premises where the Children's Services Authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Governing Body or Children's Services Authority has arranged for pupils to be educated.
- Transport that enables a pupils to meet an examination requirement when that pupil has been prepared for that examination at the school.

School may charge for:-

- Any other transport. This is a permitted optional extra (see Appendix 1).

Remissions Policy

The Governing Body will remit (wholly or partly) any charge which would be payable to them in accordance with the Charging Policy.

Parents providing proof that they are receiving the appropriate benefits will always be considered for partial or total remit of any payable charges for activities in addition to those exempt for residential trips.

The Governing Body will consider support for any pupil whose parents have reason to appeal in writing for exemption. Any appeal for this support will be considered by the relevant committee of the Governing Body (in confidence) and their decision given in writing will be final.

Education Partly During School Hours

Where an activity takes place partly during school hours and partly outside school hours, there is a basis for determining whether it is deemed to take place inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not 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.

Non-Residential Activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to have taken place completely during school hours. Time spent on travel is included in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on the activity falls during school hours, it is deemed to have taken place completely outside of school hours. For example, an excursion might require pupils to leave school before the school day ends, but the activity does not end until late in the evening.

Residential Visits

If the number of school sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half-day" means any period of 12 hours ending with noon or midnight on any day.

Note the following examples:-

Example 1: Visit during School Hours

Pupils are away from noon on Wednesday to 9pm on Sunday. Using the above calculation, this example trip would equate to nine half-day sessions, including five sessions of normal school hours (i.e. more than 50% in school time). This trip is deemed to have taken place in school hours.

Example 2: Visit Outside of School Hours

Pupils are away from noon on Thursday to 9pm on Sunday. Using the above calculation, this example trip would equate to seven half-day sessions, including three sessions of normal school hours (i.e. less than 50% in school time). This trip is deemed to have taken place outside of school hours.

Appendix 1: Optional Extras

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment.

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;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.

Autumn 2017