

CHARGING AND REMISSIONS POLICY

1. INTRODUCTION

The relevant most recent legislation can be accessed through the following link

<http://www.legislation.gov.uk/uksi/2012/1124/made>

Relevant Advice Notes:

Charging for school activities: Advice for governing bodies, school leaders, school staff, and local authorities; November 2013

<https://www.gov.uk/government/publications/charging-for-school-activities>

Section 457 of the Education Act 1996 requires governing bodies of maintained schools to determine a policy with respect to the classes or descriptions of case in which they propose to make charges for ("charging policy"), and a policy ("remissions policy") setting out any circumstances in which they propose to remit any charge which would otherwise be payable to them under their charging policy. Governing bodies may not make charges unless they have a charging and remissions policy.

2. REGINA COELI POLICY

The policy of the Governors of Regina Coeli School is to provide free education and benefit from school activities both on and off site for all attending students. This policy is implemented within the letter of the law, and also embracing the spirit of it. It is the intention of the school to ensure transparency in setting charges and ensure that all students are able to access all provisions on offer. The school has, therefore, set up a charging and remissions policy for certain activities. It will be reviewed annually.

As a general rule, the school makes no charge for activities or equipment, but invites parents to make voluntary contributions in certain circumstances. When writing to parents, teachers will make clear that there is no obligation to pay for activities or equipment. In certain circumstances it may be that the activity could not go ahead unless all parents who were able to contribute, were willing to do so.

This policy should operate in a way consistent with, and complementary to, other relevant school policies including the Equality Policy and will reflect the spirit of the Disability and Special Educational Needs and Disability Act 2001.

3. CHARGES AND VOLUNTARY CONTRIBUTIONS

The following will apply

No charges will be made for admissions or for education provided during school hours (including the supply of any materials, books, instruments or other equipment required by the subject to deliver the curriculum).

If a parent indicated they wish to own any materials books or instruments then the charge will not exceed the actual cost of the item.

A free meal will be provided to students on free school meals; all other meals will be charged.

Normal music tuition in the school is not charged. Additional instrumental lessons are charged at a subsidised rate. Private instrumental tuition is charged at the full rate.

The school will make no charge for entering students for public examinations where they have been prepared for that examination by the school. This does not apply where there are educational reasons for not entering the student or the parents of the student have requested in writing not to enter the student.

If a student causes accidental or non-accidental breakages then the parents of the student may be charged with the replacement cost, e.g. windows, laboratory equipment etc.

Parents will be charged with the full replacement costs of defaced, damaged and lost school books.

Trips, visits and extra-curricular activities

An extra-curricular activity should be self-financing and non-profit making. That is to say that optional extras which take place mainly out of school hours i.e. trips, theatre visits etc., will be charged for on the basis of the full costs of travel, tickets, board and lodging etc. 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. The cost of accompanying supervisory adults should be kept to a minimum but may be met by the voluntary contributions from parents, unless they are offered as complimentary by a tour operator or service provider. Where appropriate accompanying adults may be asked to contribute towards their costs.

When teachers plan a trip of educational value to take place during the school day which are not an essential part of the curriculum (*e.g. a day visit to a London museum, or a day trip to France*) voluntary contributions will be sought to cover the costs. If any parents are not willing to make such a contribution, the planned trip may not take place (but see section on Remissions.) Contributions must not include any element of subsidy for pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Where visits or courses are attended as an essential part of the curriculum, e.g. Geography field trip, no charges will be made with the exception of board and lodging which may be charged at cost (Pupil Premium funding may be used for qualifying students). Voluntary contributions may be sought for travel and incidental costs.

All trips and visits will be accounted for on a trip-by-trip basis. If a trip account shows a substantial balance once all payments have been cleared, a refund will be offered to all paying participants in equal shares. Small balances, where the costs of reimbursement exceed the balance outstanding, will either be transferred to the working fund or, if an annual trip, carried forward

Remissions

Where the parents/guardians of a student are in receipt of the appropriate government allowances as detailed (ie those established for free school meals) the school will remit in full the cost of the board and lodging for any residential activity. In the case of family/financial hardship, which makes it difficult for students to take part in particular activities for which a charge is made, the school will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the head teacher. In all cases the school will ensure confidentiality and treat students in the same way regardless of whether or not their parents have made a contribution.

Breakfast and After-School Clubs:

Out of school hours care provides for children before and after school hours. The cost of such care must be met by charging parents. No funding for the clubs will come from school budgets. Fees must be paid in advance and sessions are booked in advance with no refunds being made for missed sessions.

Extra Curricular After school clubs and activities:

Clubs run by members of staff are chargeable per term per club. These are non-refundable Charges. The same charges will apply for all clubs run by school staff and other instructors supplied by the school. The charges are to cover administration costs and to pay for resources. These charges will still be made to children attending the After School Club on the day of any extra curricular activity as the place at After School Club will be held for them.

Year 6 Residential School Journey

This is a valuable experience for children at the end of their time at Regina Coeli and all children remember this as one of the best events of their primary education. The full cost of the trip is calculated as for termly trips and we cannot afford to subsidise the cost for any child where parents do not pay the full amount in advance. If payment is not made in advance we will not be able to book a place for your child (but see earlier section on Remissions)

Hiring of school premises

The school makes a charge for the hiring of the premises which includes hiring to any non school extra-curricular providers and for other non school organised events. Details of these charges are available in the Hiring of Premises Policy, which is available on the school web site and on request.