



## ST THOMAS MORE CATHOLIC SCHOOL

*To lead those in our care to grow in their faith  
and to benefit from an enriching education*

# CHARGING & REMISSIONS POLICY

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### **Introduction**

This policy has been formulated in accordance with DfE and current legislation - Chapter III of the Education Act 1996 (sections 449-462); the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003; the Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005; and the Charges for Music Tuition (England) Regulations 2007.

### **Aim**

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.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Executive Headteacher for implementation. Any determinations with respect to individual parents will be considered jointly by the Executive Headteacher and Governing Body.

### **Prohibition of Charges**

The Governing Body of the School recognise that the 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 re-sit(s) if the pupil is being prepared for the re-sit(s) 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 has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

### **Publication of Information**

A summary of this policy will be included in the School Prospectus which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents.

### **Charges**

Charges will be made for the following:

- board and lodging on residential visits (not to exceed the costs);
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- individual tuition in the playing of a musical instrument;
- re-sits for public examinations where no further preparation has been provided by the school;
- costs of non-prescribed examinations where no further preparation has been provided by the school;
- any other education, transport or examination fee unless charges are specifically prohibited;
- breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- extra-curricular activities and school clubs.
- Sixth Formers will be charged a refundable deposit for text books purchased for them to own (deposit refunded once text books are returned in a good condition).

### **Remissions**

Children whose parents are in receipt of the following support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips taking place wholly or mainly during school hours.

The relevant support payments are:

- Income Support
- Income based Job Seekers Allowance
- Income-related employment and support allowance (ESA) (IR)
- Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Guaranteed Element of Pension Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

The school encourages all students to participate fully in extra-curricular activities. Requests for financial assistance in cases of hardship will be reviewed by the Executive Headteacher or Head of School on a case by case basis.

## **Voluntary Contributions**

Parents will be invited to make a voluntary contribution for the following:

- Any activity which takes place during school hours;
- School Fund.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. The following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- That if not all parents volunteer to pay then certain trips, activities may be withdrawn.

The responsibility for determining the level of voluntary contribution is delegated to the Executive Headteacher.

**This policy will be reviewed on an annual basis.**

*This policy was agreed on 20 June 2011*

*This policy was reviewed on 29 April 2014*

*This policy was ratified by the Full Governing Body on 27 June 2017*

*This policy was reviewed on 3<sup>rd</sup> December 2019*

*St Thomas More Catholic School is part of The Cardinal Hume Academies Trust*