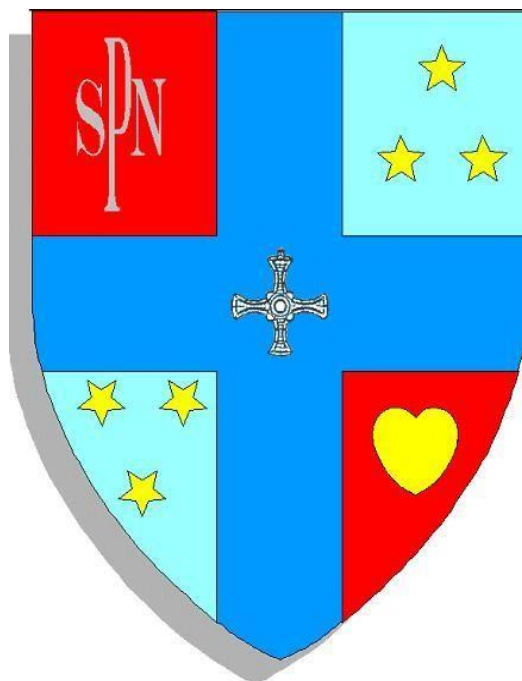


# St Philip Neri Catholic Primary School



Bishop Wilkinson  
Catholic Education Trust

## Charges & Remissions Policy



*Living & Learning together  
with a Joyous Heart*

## Legal framework

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2015) 'Governance Handbook'

## Charging for education

We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits if the pupil is being prepared for the re-sits at the school.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities (please refer to our Lettings Policy)

## Optional extras

We may charge parents for the following optional extras:

- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra

- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

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

## **Voluntary contributions**

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **Music tuition**

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **Residential visits**

We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, 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 teachers accompanying pupils on visits.

We may charge for board and lodging – but the charge will not exceed the actual cost.

## **Damaged or lost items**

The school may ask parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

## **Extra-Curricular / After School Activities**

The school offers a range of after school activities / extra-curricular activities. A charge is made for these to contribute to the cost of coaches and resources.

Payment should be made in advance and school will follow up any non-payment.

School also reserves the right to withdraw a child from the activity or cease lessons if there are outstanding payments to be made.

## **Monitoring and review**

This policy will be reviewed annually by the Local Governing Committee or sooner if legislation changes.

**June 2023**

**Next Review: June 2024**