



St. Helens Council



St Augustine of Canterbury Catholic High School

Charging and Remissions Policy

Committee responsible for review:
Date Policy reviewed by Committee:
Presented for Adoption by FGB: March 2020
Date of next review (on or before): March 2021
Equality Impact Assessment: March 2020

Signed Chair of Governors: _____ Date: _____

Signed Headteacher: _____ Date: _____

Reviewed: 11th November 2019

Reviewed by: P McIntosh-Kemp (Business Manager)

Suggested revisions (3) are highlighted yellow in the main text

1. Charges

Point 3: additional: reads Food technology resources/ingredients where parents/carer are unable to provide resources for practical lessons.

2. Residential Trips

Amend wording to remove conflicts between this section and the section below on Remissions:

Original reads: *Appendix 1* will be exempt from paying the cost of board and lodging.

Revision reads: *Appendix 1 may*, in line with the Remissions Policy, be exempt from paying the cost of board and lodging.

3. Appendix one ;

Point 1. include acknowledgement of Universal credit as a route to benefit;

Point 5. amend wording to read Pupil Premium and Pupil Premium Plus Funding

Original read Pupil Premium Funding (Ever 6)

This page will be removed from the published policy, but maintained at school document library.

Charging and Remissions Policy

The Governors and staff of St Augustine of Canterbury Catholic High School believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carer's financial means. This Charging and Remissions Policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review.

The policy identifies activities for which -

1. No charges will be made.
2. Voluntary contributions may be requested.
3. Charges may be made.
4. Charges may be waived or subsidised.

No Charges

No charges will be made for:

1. Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
2. 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 the school's basic curriculum for religious education.
3. Tuition for pupils learning to play musical instruments (or singing) 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.
4. Entry for a prescribed public examination, if the pupil has been prepared for it at the school.*
5. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.*
6. Education provided on any trip that takes place during school hours.
7. Education provided on any trip that takes place outside school hours:
 - a. 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;
 - b. or part of the school's basic curriculum for religious education.
8. Supply teachers to cover for those teachers who are absent from school accompanying pupils on an activity or trip.
9. Transport provided in connection with an educational visit.

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will/may be made.*

Voluntary Contributions

The school may seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents/carers who do not make such contributions will be treated no differently from those who have.

If an activity cannot be funded without voluntary contributions, this will be made clear to parents/carers from the outset. If insufficient contributions are received, the activity or trip may have to be cancelled and contributions received returned.

No pupil will be excluded from an activity because his or her parents/carers are unable or unwilling to make a voluntary contribution and will still be given an equal chance to participate.

Charges

Charges may be made for:

1. Any materials, books, instruments or equipment, where the parent/carer wishes their daughter/son to own them.
2. Tuition for pupils learning to play musical instruments (or singing) if the tuition is not 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 college.
3. Food technology resources/ingredients where parents/carer are unable to provide resources for practical lessons.
4. Optional extras for:
 - a. education provided outside of school time that is not:
 - i. part of the National Curriculum;
 - ii. part of a syllabus for a prescribed public examination that the pupil is being ^[1]prepared for at the college; or
 - iii. part of religious education;
 - b. examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
 - c. 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
 - d. board and lodging for a pupil on a residential visit.
5. Wilful damage to school property.
6. Bank charges incurred in respect of returned cheques.

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

to pay the full charge.

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

Residential Visits

School 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, 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 visit.

School may charge for:

- board and lodgings and the charge will not exceed the actual cost.

When the school informs parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of one of the benefits outlined in *Appendix 1* **may**, in line with the Remissions Policy, be exempt from paying the cost of board and lodging.

Remissions

In order to remove financial barriers from pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This Remissions Policy sets out the circumstances in which such charges may be waived/subsidised –

- Parents/carers who can prove they are in receipt of the benefits in *Appendix 1*
- Other circumstances at the discretion of the Head Teacher.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the beginning of the school year so that parents/carers can plan ahead.
- We have established a system for parents/carers to pay in instalments.
- When an opportunity for a trip arises at short notice it may be possible to arrange to pay by instalments beyond the date of the trip.

Allocation of places

Where the number of students wishing to take part exceeds the number of places available, the places will be allocated on a first come basis with a waiting list (again first come basis) in case of future availability.

Appendix 1

1. Income Based Job Seekers Allowance/ Universal Credit
2. Support under Part IV of the Immigration and Asylum Act 1999
3. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income does not exceed the relevant ceiling for the current financial year
4. Guaranteed element of State Pension Credit
5. Pupil Premium and Pupil Premium Plus Funding

Equality Impact Assessment

Title of Policy, Decision, Practice or Programme: Charging & Remissions Policy

Department: Finance

Responsible Officer: Business Manager

Date Completed: 2020

Date Review Required: 2021

1. **Aims:** Please identify the main aims of the policy, decision or function?

To ensure a good range of visits and activities is offered to all students regardless of financial circumstances
--

2. **Impact upon different sections of the School / Community / Staff Groups:** It is essential that policies, decisions, practices and programmes advance equality of opportunity and foster good relations within the community, and do not leave the School vulnerable to discrimination claims.

Equality Strand	Issue	How will this be taken into account?
General Issues	No issues	
Age	No issues	
Disability – Including Carers	No issues	
Sex (Gender)	No issues	
Transgender	No issues	
Race (Ethnicity)	No issues	
Pregnancy and maternity	No issues	
Religion or Belief	No issues	
Sexual Orientation	No issues	
Community Cohesion	No issues	

3. **Indirect discrimination**

Are there any rules or requirements in the policy / decision that:

- Can be met by a considerably smaller proportion of people from a particular section of the community?
- Is to the disadvantage of that group?
- Cannot be justified by the aims and importance of the policy?

If all three conditions apply then there may be evidence of indirect discrimination.

4. **Publishing the results of the assessment:**

Decisions This Equality Impact Assessment Report must be used to inform the Decision. Attach the Equality Impact Assessment Report as an appendix in the Decision documentation.

Policy This Equality Impact Assessment Report must be used to inform Policy development. Attach the Equality Impact Assessment Report as an appendix in the published Policy.

Practices and Programmes The Equality Impact Assessment Report must be used to inform Practice and Programme development. Attach the Equality Impact Assessment Report as an appendix in the Practice or Programme documentation.