



De La Salle School

CHARGING AND REMISSIONS POLICY

Status	Statutory
Responsible Governors' Committee	Business Committee
Responsible Person	Business Manager
Ratified Date	For committee June 2021
Review Date	June 2023

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. This policy will be reviewed on a regular basis and the date recorded at the start of the document.

1. The policy identifies activities for which:

- voluntary contributions may be requested
- charges will not be made
- charges will be made

2. Voluntary contributions

Separately from the matter of charging, schools may always 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 who do not make such contributions, will be treated no differently from those who have done so.

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 Law states:

- if the activity cannot be funded without voluntary contributions, the Governing Body or headteacher will make this clear to parents from the outset
- no child will be excluded from an activity because his or her parents are unable or unwilling to pay a voluntary contribution
- if insufficient contributions are received, the trip or activity may have to be cancelled

3. No charges will be made for:

- An admission application to any maintained school;
- Education provided during school hours (including the supply of some 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 for which the pupil is being prepared at the school;
 - part of the school's basic curriculum for religious education;
 - tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of the National Curriculum;
 - initial entry for a prescribed public examination, if the pupil has been prepared for it at the school;
 - education (as opposed to transport etc.) 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 for which the pupil is being prepared at the school, or part of the school's basic curriculum for religious education.

4. School Trips

No charge will be levied in respect of day trips that take place during school hours that are part of the curriculum.

Residential trips – Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.

Residential trips - Non-essential

For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied up to the full cost of the trip.

When any trip is arranged, parents will be notified of the policy for allocating places. This should recognise that parents may not be able to pay quickly and may have to budget for the trip over a reasonable period of time.

5. Optional Extras

Charges may be made for optional activities that are known as ‘Optional Extras’. Any charges made will not exceed the actual cost (per pupil) of provision. **It is the policy of De La Salle School that charges will (or may) be made as indicated below:**

Activity or thing for which a charge will or may be made	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments or equipment <i>where a parent wishes their child to own them</i>	e.g. a clay model – a charge to cover the cost of the clay	Remission for category B; help available for categories A & C
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups of pupils	Remission for category B; help available for categories A & C
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission or help available for all categories
Charges will/may be made for extra-curricular activities		Remission for category B; help available for categories A & C
Charges will/may be made for optional courses		Remission for category B; help available for categories A & C
Charges will/may be made for refunds via ParentMail where parents have purchased incorrect items	The charge will be fixed at £1 per refund; this is the transaction charge applied by ParentMail and will/may be passed on to parents	
Charges will be made where parents have missed fixed payment deadlines for trips	A £5 administration charge will be applied where trips have to re-opened after a deadline date	

6. Remissions (reductions in cost, or charge)

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 in particular circumstances. This remissions policy sets out the circumstances in which such charges may be waived.

7. Families qualifying for remission or help with charges

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A
Parents in receipt of: <ul style="list-style-type: none">• Income Support• Income-based Jobseekers Allowance• Support under part VI of the Immigration and Asylum Act 1999• Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed a certain amount (as assessed by Her Majesty's Revenue and Customs)• Guaranteed State Pension• An income related employment and support allowance, introduced on 27th October 2008
Category B
Looked After Children.
Category C
Children for whom the school receives a Pupil Premium Grant allocation.

NB Proof of qualification will be required.

8. Financial Support

Parent who are experiencing difficulty in making a payment should contact the school to discuss the support available, including extended deadlines and smaller instalments.

9. Review

This policy will be reviewed by governors every 2 years.