Our Lady and St John's Catholic Primary School
Boston Park Road, Brentford, Middlesex, TW8 9JF
www.ourladyandstjohns.org.uk

Charging & Remissions Policy

Policy Start Date	Policy Review Date	Frequency
Spring 2025	**Spring 2027**	**Every two years**

Introduction
Our Lady & St John's Catholic Primary School supports the principle that the school curriculum be available to every child and that charges should not limit any child's access to the curriculum. Any school visits or activities will be planned with a view to making them accessible to as many pupils as possible. Where charges are levied they will be fair and easily understood by all. As much notice as possible will be given to parents when identifying a cost for a school visit.

Main points
The governing body, subject to the limited exceptions referred to in this advice, cannot demand payment for education provided during school hours (including the supply of any materials, books, instruments or other equipment).

The school will ensure that parents on low incomes and in receipt of the benefits will be informed of the support available to them when being asked for contributions towards the cost of school visits.

Education
The governing body **cannot** demand imbursement for:

• an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;

• 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;

• instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

• entry for a prescribed public examination, if the pupil has been prepared for it at the school; and

The school **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see below);
- music tuition, in limited circumstances
- certain early years provision;
- community facilities.

Optional extras
Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are**:

- education provided outside of school time that is not:
  a) part of the national curriculum;
  b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  c) part of religious education.
- transport (other than transport that is 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);
- board and lodging for a pupil on a residential visit;
- extended day services offered to pupils (for example breakfast club, after-school clubs).

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;

• the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

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. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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

Voluntary contributions
The governing body can ask for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset.

The head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. The school must ensure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school should make it clear to parents at the outset what the policy for allocating places on school visits will be.

Music Tuition
Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent.

The regulations are clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport
The school **cannot** demand payment for:

• 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 local authority has arranged for pupils to be educated;

Educational Trips – Day Visits & Residential
Charges will be made for organised day trips to theatres, museums, animal parks etc., which are directly linked to the national curriculum (including the annual Year 5 & 6 residential visit.) Each trip is carefully costed and parents are asked to contribute towards the cost of the trip for their own child. The school does not seek to make a profit out of such activities. If insufficient funds are contributed the trip may have to be cancelled. If the trip goes ahead, no child will be excluded because of inability to pay. Parents who are in financial difficulty should discuss the matter with the Headteacher.

Educational Visits to school from outside organisations
Voluntary contributions may be requested from each parent to cover the cost of visits /workshops whether class based or whole school events to enhance the education of the children.

Headteacher:		**Date:**	**Spring 2025**
Chair of Governing Body:		**Date:**	**Spring 2025**