

St Patrick's Catholic Primary School Remission and Charging Policy

Governing Bodies are required by law to draw up and review a policy in respect of remission and charges arrangements.

- Maintained schools must provide free education for their registered students, provided it takes place wholly or mainly during school hours
- School hours are those when a school is actually in session, not including mid-day break
- The main exception is that a charge may be made for individual musical tuition, except where it is within the requirements of the National Curriculum
- Under certain circumstances a third party may charge parents direct for activities organised in school hours
- Charging is permitted for education provided out of school hours, unless it is within the requirements of the National Curriculum or to fulfil statutory duties relating to religious education when only charges for board, lodging or residential trips can be made
- Governors can choose to remit charges in whole or part
- Charges must be remitted for board and lodgings to students whose parents receive income support or family credit, if the activity takes place during the school hours or is covered by the criteria relating to national curriculum or religious provision
- Voluntary contributions may be requested for any activity provided it is clear that there is no obligation to contribute and that there will be no differentiations between those who contribute and those who do not.

14.1 Charging for Musical Instrument Tuition

- Parental agreement must be obtained before students are given tuition
- May not be charged for whether or not the tuition takes place within school time if the activity is provided to fulfil the requirements of:
 - The National Curriculum
 - Statutory duties relating to religious education

14.2 Charging for Board and Lodging

- It may be charged for whether or not the visit takes place within school time and whether or not the activity is provided to fulfil the requirements of:
 - The National Curriculum
 - Statutory duties relating to religious education
- Charges for board and lodging must not exceed the actual cost to the pupil - ie they must not include an element representing part of the cost of staff accompanying the visit. This could be covered by voluntary contributions
- Governors must, as a statutory minimum, remit any charges for board and lodging for students whose parents are in receipt of income support or family credit where the activity takes place in school hours, or if it is out of hours except if the activity is provided to fulfil the requirements of:
 - The National Curriculum
 - Statutory duties relating to religious education
- Governors may consider whether to remit charges in other circumstances

14.3 Charging for Optional Activities

- Those activities which take place either wholly or mainly outside school hours
- Are not required to fulfil the national curriculum or religious education
- Participation is based on individual choice, with parental agreement to pay for the provision
- Charges can cover:
 - Travel
 - Board and lodging
 - Materials, books, instruments and other equipment
 - Staff costs
 - Entrance fees
 - Insurance
- The charge can be based on the total cost of the activity divided equally by the number of participants. It can include a subsidy for those whose parents will not, or cannot, pay the charge. The cost cannot exceed the total cost of the activity
- Costs of staff can only be included if:
 - They are employed by the governors or Local Authority specifically for this activity

- They are employed by the governors or Local Authority to provide instrumental music tuition
- They are staff already employed by the governors or Local Authority and have been given a separate contract for this activity

14.4 Charging for VAT on School Journeys

Customs and Excise have stated that schools can no longer recoup the VAT element of journeys in the UK or abroad identified in invoices unless the school is making 'substantial and direct cash subsidies' for each student. This means that previous avoidance of VAT is no longer possible.

14.6 Charging for Cost of Ingredients, Materials etc

- The school must bear the costs of ingredients, materials and equipment required for practical subjects
- Parents may make a voluntary contribution towards these costs
- The school may make a charge for these items if the parents agree, in advance, that they wish to own the finished product
- All students must be treated the same, whether their parents contribute or not. This should be made clear on the school policy

14.8 Charging for Transport During School Hours

- If the school or the Local Authority provide transport for students during school hours (ie transporting students on a split school site or to an activity provided by the school or Local Authority), no charge can be made to parents
- If a student uses transport not provided by the school or Local Authority to travel from home to an activity sanctioned by the school but not provided by them, the parents may be required to cover the cost (ie travel to work experience)

14.9 Charging for Damaged or Lost Items

- The school may charge parents for the cost to replace items broken, damaged or lost if it is due to student behaviour
- Parents cannot be taken to court for failure to pay such charges