

**The Federation of
Our Lady Queen of Martyrs, Esh Winning &
St Joseph's, Ushaw Moor RC Primary Schools**



*“Living, loving and learning together,
with our eyes focused on Jesus.”*

CHARGING & REMISSIONS POLICY

Head Teacher: Mrs L Keenan
Chair of Governors: Mrs C Purcell

Date of Implementation: Summer 2017

Date of Review: Summer 2022

Introduction: The school follows the LA's agreed policy for charging a remission for school activities as required under the 1996 Education Act.

1. Legal Requirement

The Education Reform Act, 1988 set out the law on charging for school activities in all Local Authority maintained schools. These provisions have been incorporated in the Education Act 1996. The objectives of the charging provisions in the Act were to:

- Maintain the right to a free education;
- Establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- Emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give LAs and Schools the discretion to charge for optional activities provided wholly or mainly out of school hours;
- Confirm the right of LAs and schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

This policy statement explains the circumstances in which LAs and/or Governing Bodies have discretion to charge parents for educational provision or for board and lodging. The statement also sets out the circumstances in which charges will be remitted in whole or in part.

The Tax Credits Act, 1999, replaced family credit and disability working allowance with working families' tax credit and disabled person's tax credit, respectively. A remission policy shall provide for complete remission of any charges otherwise payable in respect of board and lodging provided for a pupil on a residential trip if:

- a) The education provided on the trip:
 - fulfils any requirements specified in the syllabus for a prescribed public examination; or
 - specifically fulfils the statutory duties relating to the National Curriculum; or
 - specifically fulfils the statutory duties relating to Religious Education; and
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- b) the pupil's parents are in receipt of:
 - Income support;
 - Working families tax credit;
 - an income-based Jobseeker's Allowance; or
 - Disabled person's tax credit

In respect of any period wholly or partly comprised in the time spent on the trip.

The Governing Body will ensure that all parents are aware of the charging and remission policies applicable to their children through a statement in the school brochure.

2. Permitted Charges

Charging is only permitted, under the provisions of the Education Act, 1996 in the following areas:

- Costs associated with individual tuition in the playing of a musical instrument.
LAs can impose a charge for teaching either an individual pupil, or pupils in a group of up to four, to play a musical instrument, if the tuition is not an essential part of either the National curriculum or a public examination syllabus being followed by the pupil.

The LA has introduced a termly charge for instrumental music tuition provided by the Music Support Service and the charges levied are the subject of regular review.

Charging for vocal tuition outside school hours may be made unless the tuition is an integral part of the syllabus for a prescribed public examination or the National Curriculum.

- Incidental Charges

- (a) Materials

- School must be prepared to provide or pay for any ingredients, materials, equipment, etc. needed for practical subjects. Parents who are willing to contribute in cash or in kind will be encouraged to do so on a voluntary basis. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a visit to own the finished product.

- (b) Breakages and fines

- The Governing Body may require parents to pay for the cost of vandalism or lost equipment.

- Board and lodging on residential visits

- For a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or relates to the National Curriculum or Religious Education, no charge may be made either for the education or for the cost of travel.

- However, charges can be made for board and lodgings in these circumstances, except for pupils whose parents are receiving the allowances referred to in paragraph 1.5(b).

- The responsibility for determining the appropriate charge for such visits together with the charge for optional extras is delegated to the Head Teacher. Participation in an optional extra activity will be on the basis of parental choice and a willingness to meet the cost.

- Non Residential activities taking place wholly or mainly outside of school hours.

- The Local Authority will not finance the cost of the non-residential activities taking place during school hours and any costs must be met from:

- a) Voluntary contributions from the parents of participating pupils; or
 - b) A general school fund maintained by voluntary parental contributions and/or school based funding activities.

- Included in the letters that inform parents of non-residential activities taking place during school hours the following will be made clear to parents:

- a) That the contribution is genuinely voluntary and a parent is under no obligation to pay;
 - b) That registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

- Costs of entering pupil for prescribed examination

- The Education Act, 1996 (section 453) states that no charge shall be made in respect of the entry of a registered pupil at a maintained school for a prescribed public examination in any syllabus for that examination for which the pupil has been prepared at the school.

- The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

3. Human Rights Act 1998

In revising the school's policy on Charging and remission for School Activities, consideration has been given to the requirements of the Human Rights Act 1998.

Any parent who wishes to object to a decision taken by the Head Teacher relating to the school policy on Charging would have the right to complain to the Governing Body of the school, in accordance with the General Schools Complaints Procedures.

Objection to charges imposed by the LA should be addressed to the Head of Educational Services.

Next Review: **Summer 2022**