



# EMMAUS CATHOLIC MAC

## Charging and Remissions Policy

<b>Date approved by Directors:</b>	24 <sup>th</sup> May 2021
<b>Board Review Date:</b>	May 2023
<b>Body Responsible for Review:</b>	Resources Committee



**Commitment to Equality:**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

**This Charging and Remissions Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 17<sup>th</sup> May 2021 and will be reviewed in May 2023.**

**Signed by Director of Emmaus Catholic MAC:**

**Signed by CSEL for Central Team:**

**Schools to which this policy relates:**

**Signed by Principal for – Hagley Catholic High School**

**Signed by Principal for – Our Lady of Fatima Catholic Primary School:**

**Signed by Principal for – Our Lady & St Hubert's Catholic Primary School:**

**Signed by Principal for – St Ambrose Catholic Primary School:**

**Signed by Principal for – St Francis Xavier Catholic Primary School:**

**Signed by Principal for – St Gregory's Catholic Primary School:**

**Signed by Principal for – St Joseph's Catholic Primary School**

**Signed by Principal for – St Mary's Catholic Primary School:**

**Signed by Principal for – St Philip's Catholic Primary School:**

**Signed by Principal for – St Wulstan's Catholic Primary School:**



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## DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.



## 1. Aims

Emmanuel Catholic Multi Academy Company aims to have robust, clear processes in place for charging and remissions. We will clearly set out the types of activity that can be charged for and when charges will be made.

- Charge – a fee payable for specifically defined activities
- Remission – the cancellation of a charge which would normally be payable

We 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' financial means.

## 2. Legislation and Guidance

- 2.1 This policy is based on advice from the Department for Education (DfE) on charging for school activities May 2018 and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.
- 2.2 This policy complies with our funding agreement and articles of association.

## 3. Roles and Responsibilities

- 3.1 The Directors / Trustees have overall responsibility for approving the charging and remissions policy. Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.
- 3.2 Any determinations with respect to individual parents / carers will be considered by the Principal.
- 3.3 The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- 3.4 Staff are responsible for implementing the charging and remissions policy consistently and notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- 3.5 The school will provide staff with appropriate training in relation to this policy and its implementation.
- 3.6 Parents are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

## 4. Where Charges Cannot Be Made

4.1 Below we set out what we cannot charge for.

- Admission applications
- 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, a syllabus for a prescribed public examination that the pupil is being prepared for at the school or 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.
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.
- 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, a syllabus for a prescribed public examination that the pupil is being prepared for at the school, Religious Education or Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

## 5. Where Charges Can Be Made

5.1 Below we set out what we can charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 5.2)
- Music and vocal tuition, in limited circumstances (see section 6).
- Certain early years provision.
- Community facilities.

- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus.

5.2 We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of the National Curriculum, a syllabus for a prescribed public examination that the pupil is being prepared for at the school or Religious Education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

5.3 When 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 (including 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.

5.4 Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

5.5 Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

- 5.6 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.
- 5.7 Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## 6. Music Tuition

- 6.1 Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.
- 6.2 Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
- 6.3 Charges cannot be made:
  - If the teaching is an essential part of the national curriculum.
  - If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
  - For a pupil who is looked after by a local authority
- 6.4 We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 7. Voluntary Contributions

- 7.1 As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.
- 7.2 Some activities for which the school may ask parents for voluntary contributions include:
  - School Trips
  - Sports Activities
  - ..... Schools to update
  - .....
  - .....
- 7.3 There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

- 7.4 If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## 8. Activities We Charge For

- 8.1 The school will charge for the following activities:
- Breakfast and After Schools Clubs
  - Out of school extra-curricular e.g. football etc.
  - Schools to add any specifics to their setting
- 8.2 For regular activities, the charges for each activity will be determined by the Local Governing Body and reviewed each year. Parents will be informed of the charges for the coming year in [month] each year.

## 9. Remissions

- 9.1 In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Local Governing Body and will depend on the activity in question.
- 9.2 Remissions for residential visits. Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:
- Income Support
  - Income-based Jobseeker's Allowance
  - Income-related Employment and Support Allowance
  - Support under part VI of the Immigration and Asylum Act 1999
  - The guaranteed element of Pension Credit
  - Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
  - Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
  - Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
  - Insert details of any other circumstances in which your school will remit (wholly or partly) any charge that would otherwise be payable.

## 10. Monitoring Arrangements

- 10.1 The Chief Finance and Operations Officer monitors charges and remissions, and ensures these comply with this policy.



- 10.2 This policy will be reviewed by the Chief Finance and Operations Officers every 2 years.
- 10.3 At every review, the policy will be approved by the Directors / Trustees through the Resources Committee.

