

**St Mary's Catholic Primary School**  
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# **Charging & Remissions Policy 2015 - 2016**

**POLICY DETAILS:**

**Legal Status:** Statutory

**Adopted:**

**Version Date:** September 2015

**Last Review:**

**Next Review:** September 2016

**Responsible Person:** Governing Body

*(Any reference to 'Governing Body' and 'Governors' is applicable to the Governing Body or Interim Executive Board of St Mary's Catholic Primary School and their respective appointed members.)*

## **INTRODUCTION**

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

## **CHARGING POLICY**

### **Activities without charge**

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of materials, books, instruments and other equipment. It also includes transport provided in school hours to carry pupils between the school and an activity, although on specific occasions the school may ask parents for a contribution towards costs e.g. transport to swimming. A charge may be made if specialist materials or resources are required to enhance a learning experience;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education and
- instrumental and vocal music tuition which is part of the National Curriculum or the first programme in which the whole class engages with the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities).

### **Voluntary Contributions**

The school may ask for contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

### **Chargeable Activities**

The school will recover the full costs of the following activities but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not i) part of the National Curriculum, ii) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school or iii) part of religious education;
- board and lodgings on residential visits (subject to remission arrangements);
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;

## **Remissions Policy**

Costs for 'chargeable activities' may be fully or partly remitted in line with DfE guidelines. Where the parents of a child are unable to meet any one of the charges the school may make they can apply in confidence to the head teacher for the remission of charges in part or full. The head teacher, in consultation with the finance committee, will make authorisation of remission.

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).