



Salvatorian  
College

# CHARGING & REMISSIONS

*'Command those who are rich in this present world not to be arrogant nor to put their hope in wealth, which is so uncertain, but to put their hope in God, who richly provides us with everything for our enjoyment. Command them to do good, to be rich in good deeds, and to be generous and willing to share. In this way they will lay up treasure for themselves as a firm foundation for the coming age, so that they may take hold of the life that is truly life.'*

1 Timothy 6:17-19

Updated	Reviewed by	Approved date	Next review due
15/06/2024	Finance, Personnel & Premises	20/06/2024	Jordan Term 2024
24/11/2022	Full Governing Board	01/12/2022	Jordan Term 2023
November 2025	Full Governing Board	27/11/2025	

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## INTRODUCTION

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This policy has been formulated in accordance with Department for Education guidance and current legislation including Chapter III of the Education Act 1996 (sections 449-462); the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999; the Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003 as amended by the Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2005; and The Education (Residential Trips) (Prescribed Tax Credits) (England) (Amendment) Regulations 2011; ~~and~~ the Charges for Music Tuition (England) Regulations 2007 and the Department for Education statutory guidance – *Charging for school activities* (latest version 2018).

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## AIM

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The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. This information will be published on the school's website.

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## RESPONSIBILITIES

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The Governing Body of the School is responsible for determining the content of the policy and the Acting Chief Executive Officer for implementation. Any determinations with respect to individual parents will be considered jointly by the Acting Chief Executive Officer and Governing Body.

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## PROHIBITION OF CHARGES

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The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip.

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## CHARGES

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Charges may be made for the following:

- board and lodging on residential visits (not to exceed the costs);
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - travel
  - materials and equipment
  - non-teaching staff costs
  - entrance fees
  - insurance costs
- individual tuition in the playing of a musical instrument;
- re-sits for public examinations where no further preparation has been provided by the school;
- costs of non-prescribed examinations where no further preparation has been provided by the school;
- any other education, transport or examination fee unless charges are specifically prohibited;
- breakages and replacements as a result of damages caused wilfully or negligently by pupils;
- extra-curricular activities and school clubs.

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## REMISSION

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Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to full or partial remission of charges for board and lodging costs during residential school trips taking place wholly or mainly during school hours. The relevant support payments are:

- Universal credit in prescribed circumstances (the government plans to prescribe these circumstances when universal credit is fully rolled out).
- Income support.
- Income-based jobseekers allowance (IBJSA).
- Support under part VI of the Immigration and Asylum Act 1999.
- Child tax credit, provided that the family's income as assessed by HMRC does not exceed certain limits.
- The guarantee element of state pension credit.
- An income-related employment and support allowance.

The school encourages all students to participate fully in extra-curricular activities. Requests for financial assistance in cases of hardship will be reviewed by the Acting Chief Executive Officer on a case by case basis.

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## VOLUNTARY CONTRIBUTIONS

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Parents may be invited to make a voluntary contribution for the following:

- any activity which takes place during school hours; and
- the 'Governors' Fund' or any other fundraising initiative which may be instituted by Directors from time to time.

The terms of any request made to parents will specify that the request for a voluntary contribution in no

way represents a charge. The following will be made clear to parents:

- that the contribution is genuinely voluntary and that parents are under no obligation to pay; and
- 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.

The responsibility for determining the level of voluntary contribution is delegated to the Acting Chief Executive Officer. This policy will be reviewed on an annual basis.

**Signed: A Bryant – Head of School**

A handwritten signature in black ink that reads "Alan Bryant". The signature is written in a cursive style with a large initial 'A'.

