St. John Vianney School

Steps to Independence & Education for Life

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AUTISM ACCREDITATION

SAINT JOHN VIANNEY R C SCHOOL

THE MISSION STATEMENT OF SAINT JOHN VIANNEY SCHOOL

At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.

Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give their best.

Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.

Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.

Contents:

Statement of intent

1. Legal framework
2. Roles and Responsibilities
3. Charging for education
4. Optional extras
5. Examination fees
6. Examination re-sits
7. Voluntary contributions
8. Transport
9. Residential visits
10. Damaged or lost items
11. Remissions
12. Monitoring and review

Statement of intent

St John Vianney School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. The Governing Body recognises the value that a range of activities, including clubs, practical activities, trips and residential experiences can make towards a pupil's personal development.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

2. Roles and Responsibilities

2.1. The Governing Body will be responsible for:

- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

2.2. The Headteacher will be responsible for:

- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

2.3. The School Business Manager will:

- Process and record payments for activities, considering any remissions applied.

- Ensure that the correct invoices are sent to parents, and that payment is received.

3. Charging for education

3.1. We will not charge parents for:

- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

3.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras

4. Optional extras

4.1. We may charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - Part of the curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- Examination entry fees where the pupil has not been prepared for the examinations at the school.
- Transport, other than that arranged by the LA for the pupil to be provided with education.
  Board and lodging for a pupil on a residential visit.

4.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra.
- The cost of buildings and accommodation.
- The employment of non-teaching staff.
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra.
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument at the request of a parent.

4.3. The school will not charge in excess of the actual cost of providing the optional extra. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

4.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

5. Examination fees

5.1. We may charge for examination fees if:

- The examination is on the 'prescribed' list, but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board agreed to pay the fee.

6. Examination re-sits

6.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

6.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the

school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

7. Voluntary contributions

7.1. St John Vianney School may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

7.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

7.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

8. Transport

8.1. We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the school has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

9. Residential visits

9.1. We will not charge for:

- 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 curriculum, 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 teachers accompanying pupils on visits.

9.2. We may charge for board and lodging – but the charge will never exceed the actual cost.

9.3. We currently use school funds to cover the cost of all residentials. We remain committed to doing so, but will make this decision on an annual basis, informing parents and carers of any change.

10. Damaged or lost items

10.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to the negligence or poor behaviour of pupils or parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

11. Remissions

11.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

11.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

11.3. To request assistance, parents should contact the **Headteacher/School Business Manager** via the school office.

12. Monitoring and review

12.1. This policy will be reviewed **annually** by **the Finance and Premises Committee, part of the Governing Body**. The next review will be in May 2026.