



Charging & Remissions Policy

Reviewed March 2022

Introduction

This policy has been formulated in accordance with Local Authority guidance on charging for school activities.

The purpose of this document is to help the Headteacher and Governing Board set out their policy on charging and remission for school activities and school visits.

Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed later in this policy of the support available to them when being asked for contributions towards the cost of school visits.

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. The Governing Board endorses the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges.

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Pupil Premium

Schools receive additional funding for each child in receipt of Free School Meals. This funding can contribute towards additional costs for families in receipt of this benefit.

The pupil premium funding is paid to schools if a family are in receipt of any of the following:

- 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 you're not also entitled to Working Tax Credit and **have a stated** annual gross income)
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - your household income must be less than **a specified amount** a year (after tax and not including any benefits you get)

Aim

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.

Responsibilities

The Governing Board of the School is responsible for determining the content of the policy, and the Headteacher is responsible for implementation. Any exceptions with respect to individual parents will be considered by the Headteacher.

The Governing Board recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Board aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

Prohibition of Charges

In accordance with the DfE guidelines, the school will not charge for:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, the school may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- 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;
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- Admission applications
- School meals for pupils registered for Free School Meals
- 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 or a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Supply teachers to cover for those teachers who are absent from school or 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 Board 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.

Charges

In accordance with the DfE guidelines, the school may charge for:

- Activities outside school hours including clubs;
- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them;
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours, including residential visits;

- Individual/Group Instrumental Tuition outside of that provided through the curriculum. In such cases the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.
- Breakages.

Clubs

There are many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents/carers of what is available and the cost for each session/term.

Residential Visits

A charge will be made for the cost of board, lodging and travel costs, subject to statutory exceptions. The cost will not exceed the actual cost of provision. See remissions for further details.

Music Tuition

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new regulations, which came into force in September 2007, provide pupils with greater access to vocal and instrumental tuition.

Charges may now be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

Breakages

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book

Clothing

The uniform list provides the maximum flexibility to parents as to where they can purchase uniform items and regarding style in order for parents to obtain best value. The school will supply essential protective clothing when necessary e.g. safety goggles.

Charges

- 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.
- 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.
- 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.

Voluntary Contributions

- The school may ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.
- Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips.
- No child will be excluded from an activity if their parents are unwilling or unable to pay.
- If the school is unable to raise enough funds for an activity or visit then it may be cancelled.
- The school will make parents aware of a possible cancellation in the information sent to parents.
- At times, the school will pay additional costs in order to support the visit.
- Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).
- Parents may also be invited to make a voluntary contribution for educational visits which take place outside school hours.

The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- 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.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

Remissions

Where the parents of a pupil are in receipt of state benefits which would entitle their child to receive free school meals, the Governing Board will remit the majority of the cost of board and lodging for any residential activity (classed as an optional extras taking place outside school hours). This is made clear in all correspondence in relation to these activities.

In other circumstances, the Governing Board will invite parents to apply in confidence to the Headteacher for the remission of charges in part or full. The Headteacher in consultation with the Chair of Governors will authorise remission.

Charges for Early Education

We are an approved provider, offering the Early Education funding entitlement for 3 and 4 year old children. Government funding is intended to cover the cost of delivering 15 or 30 hours each week for free, high quality education only. It is not intended to cover the cost of meals or additional hours.

We offer the full entitlement of 15 hours each week or 30 hours each week if the parents are eligible. The free funding is available in full as long as places are available (we can take a maximum of 26 children in any 3 hour session.)

Parents of children attending for 30 free hours are offered the facility to pay for an additional 3 hours and 45 minutes per week so that the attendance hours are inclusive (8:45 - 3:30.)

The current rate is £195 per term which is payable in advance. Lunches are not provided by the nursery and parents are asked to send a packed lunch in from home if the child is staying all day. **If Parents do not wish to pay they can either start the day at 9:30 or take their child home for lunch between 11:45 and 12:30. We do not charge for the additional hours if the**

eligibility is due to a parent being in receipt of disability or carer benefit or if the child has a protection plan.

If parents wish, their nursery child can have a cooked school lunch which will be charged at £2.50 per day.

The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional time. A deposit is not charged to secure a place in the nursery. There is no registration fee. The entitlement is offered free.

When applications for admission to Nursery are received parents are made aware that they can apply for 30 hour provision and we are affiliated with a number of voucher schemes whereby parents can claim tax back for childcare.

Publication of Information

This policy can be found on the school's website and hard copies are available from Main Reception for parents to view.

Freedom Of Information Requests

Material

which is published and accessed on a website will be provided free of charge.

Charges will be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges will also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges will also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. *(The cost of supplying the information must be above 'the acceptable limit' which is currently £450.)*

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information. (See also Data Protection Policy)

Review and amendments

This policy will be reviewed annually by the Governing Board Finance Committee who may, from time to time recommend amendments to the categories for which a charge may be made, this will be brought to the full Governing Board for ratification. However, the Governing Board reserves the right to review the Charging and Remissions Policy as necessary.