

# WHITGREAVE PRIMARY SCHOOL

## Charging and Remissions Policy



Mrs Redfern - Head Teacher

## Contents

1. <u>Aims</u> .....	2
2. <u>Legislation and Guidance</u> .....	2
3. <u>Definitions</u> .....	2
4. <u>Roles and Responsibilities</u> .....	2
5. <u>Where charges cannot be made</u> .....	3
6. <u>Where charges can be made</u> .....	4
7. <u>Voluntary Contributions</u> .....	5
8. <u>Activities we charge for</u> .....	6
9. <u>Remissions</u> .....	6
10. <u>Additional Information</u> .....	6
11. <u>Monitoring Arrangements</u> .....	8

### 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

### 2. Legislation and Guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

### 3. Definitions

**Charge:** a fee payable for specifically defined activities.

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

### 4. Roles and Responsibilities

#### The Governing Board

The Governing Board has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual Governor or the Head Teacher.

The Finance Committee monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher and Finance Committee every year.

### **The Head Teacher**

The Head Teacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### **Staff**

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently.
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **Parents**

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the Charging and Remissions Policy.

## **5. Where charges cannot be made**

Below we set out what we **cannot** charge for:

### **Education**

- 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.
  - 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.

### **Transport**

- 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.

### **Residential Visits**

- 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.
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit.

## 6. Where charges can be made

Below we set out what we can charge for:

### Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 6.2).
- Music and vocal tuition, in limited circumstances (see section 6.3).
- 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.

### **Optional Extras**

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.
  - 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).

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.

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.

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

### **Music Tuition**

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.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

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.

No charge is made for instrumental music tuition at the present time.

### **Residential Visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## **7. Voluntary Contributions**

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.

The school believes wholeheartedly in the value of school visit experiences, and subsidises the cost of all visits as much as possible in an attempt to ensure that these opportunities are accessible and affordable to all.

Certain activities, e.g. school trips, will be funded through voluntary contributions. However, if the activity cannot be funded without voluntary contributions and not enough voluntary contributions are made, the activity/trip **may** be cancelled.

**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.** If a parent/carer wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we ask parents/carers to contact the School Office for further advice.

Governors have agreed to subsidise trips at their discretion.

## **8. Activities we charge for**

The school will charge for the following activities:

- Tuck Trolley items.
- School may request contributions to the running of After-School Clubs. This is reviewed on a termly basis.

## **9. Remissions**

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 Governing Board and will depend on the activity in question.

### **9.1 Remissions for Residential Visits**

Parents who can prove they are in receipt of any of the following benefits may be exempt from paying the total 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 household income must be less than £7,400 per year - after tax and not including any benefits you get).

## **10. Additional Information**

### **Breakfast Club**

School also offers a targeted Breakfast Club, funded through Pupil Premium, which runs daily. Staff identify pupils to attend this provision.

### **Fruit Provision**

Pupils within Reception, Year 1 and Year 2 receive fresh fruit. This provision is funded by the Government and fruit is provided free of charge to all pupils.

### **Swimming**

The school organises swimming lessons for pupils. Swimming lessons take place in school time and are part of the National Curriculum. We make no charge for this activity. We would inform parents when these lessons are to take place.

### **Charging for School Equipment**

No charge will be made for materials, books or equipment needed for lessons. The only

exception to this is where willful damage to the equipment by the child has taken place. A contribution towards the cost of a replacement shall be requested.

### **Paying for Information**

Where parents request copies of information under the Freedom of Information Act, the Governors can make a charge for providing copies of information. This is detailed in the Publication Scheme.

### **School Meals**

All pupils within Reception, Year 1 and Year 2 are eligible to receive a free school dinner, as part of the Governments Universal Infant Free School Meal (UIFSM) provision that is currently in place and offered at KS1.

Parents of pupils in receipt of Universal Infant Free School Meals who may meet the criteria to be eligible for Free School Meals allowance are still encouraged to apply for Free School Meal allowance as school could receive pupil premium funding that will be spent for the benefit of your child/ren.

The charge for a school meal is £2.40 per meal for full paying pupils. Some pupils are eligible to receive discounted/flexible charge meals and these are a reduced rate of £1.40 per meal. Pupils who are eligible to receive Free School Meal allowance will receive a school dinner free of charge.

For pupils to be eligible for a discounted/flexible charge meal, parents/carers must meet a certain criteria of being a low-income family in receipt of working tax credit as permitted under the flexible charging framework (Education Act 2011).

To be eligible for a free school meal where no charge is made for the provision of a school meal (separate to the UIFSM), parents/carers need to be in receipt of support payments (as listed previously).

The Office Staff are happy to support parents, and provide assistance, in applying for discounted/flexible or Free School Meals.

### **Milk**

Milk will be provided free of charge to pupils under the age of 5 years attending Nursery or Reception. Milk may also be provided at lunchtimes.

### **Paying for Information**

Where parents or members of the public request copies of information under the Data Protection Act or the Freedom of Information Act, the Governors can make a charge for providing copies of information. Details of charges are provided in the schools Data Protection policy and FOI Publication Scheme.

### **Lettings**

All persons or groups wishing to hire school premises should complete a letting application form and read the terms and conditions of hire. Charges for lettings are set by the Governing Board, however the Local Authority do suggest minimum amounts.

### **Receipts**

Where payments are made in cash at the school office all income is recorded, receipts are available on request.

## **11. Monitoring Arrangements**

The Finance Committee monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher and Finance Committee every year.

At every review, the policy will be approved by the Head Teacher and the Governing Board.