

# Charging and Remissions Policy



## Grendon Primary School

**Approved by:** Governing Board

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**Next review due by:** November 24

**Person Responsible:** H Ridley

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## 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 and will not 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 to 462 of which set out the law on charging for school activities in England.

It's 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

### 4.1 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 headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Business and Infrastructure Committee.

Monitoring the implementation of this policy has been delegated to the Business and Infrastructure Committee.

## 4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

## 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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.

## 4.4 Parents

Parents are expected to notify staff or the headteacher 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:

## 5.1 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

## 5.2 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

## 5.3 Residential visits

- Education provided on any visit that takes place during school hours if it is directed by school for all or some of its pupils
- 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:

### 6.1 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

### 6.2 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)
- 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.

### 6.3 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. There is a small termly cost for this as school will subsidise the cost.

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 #

### 6.4 Residential visits

- If the proposed residential is optional, completed at the parent's request and provides experiences beyond the National Curriculum and usual school schemes of work, then the visit will be funded entirely through contributions of families choosing to participate. This will include costs for:

- Travel
- board and lodging
- necessary equipment
- instruction cost
- additional insurance if required

## 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 which would not otherwise be possible. 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 the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Some activities for which the school may ask parents for voluntary contributions include:

#### Practical Activities

Ingredients, materials and equipment required for practical subjects such as craft, needlework, pottery, cookery and designing and making will be provided free of charge at school. However, parents who are willing to contribute in cash or kind on a voluntary basis will be encouraged to do so.

#### Damage or Loss

Contributions may be requested from parents to replace lost or damaged books or other school equipment, to repair damage to school buildings, grounds, fittings or furniture, if this was the result of pupil misbehaviour.

**Non-residential Activities** ('chocolate chips' of our academic curriculum including day trips or visits, in school workshops and parents sharing sessions)

The law states that no charges may be made for transport, insurance, entrance fees, or the like. However, the Governors will invite parents to make voluntary contribution to cover these costs. The Governors will

suggest a minimum contribution as a guide. This figure will represent the total cost of the function divided between the number of pupils likely to participate. The activity may have to be cancelled if the amount of money collected as voluntary contributions does not reach the minimum amount required for the essential costs to be covered.

### **Residential Trips**

If the school organises a residential visit in school time or partly in school time and outside school time, which all children must attend, and which is to provide education directly related to National Curriculum programmes of study and the normal scheme of work followed by the school, the school will not make any charge for the cost of the education and travel if the school budget permits this. If the school budget cannot fund the visit, voluntary contributions will be requested from families and if these are not sufficient to fund the visit, it will be cancelled.

## **8. Remissions**

In some circumstances, the school may not charge for items or activities set out in sections 6 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### **8.1 Remissions for residential visits**

To ensure that access to activities becomes a reality and that outcomes reflect our curriculum intent, Grendon will implement the following with the aim being to ensure that all pupils gain fully from everything that the school is able to offer them and is based on understanding of the relationship between low income, entitlement and access. We take into account the very real and persistent difficulties which people on low income have in meeting the costs of educational activities for their children. Circumstances in which we will remit (wholly or partially) any charge that would otherwise be payable are:

- Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits that are directed by the school:
  - › 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 an annual gross income of no more than £16,190
  - › Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
  - › Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)
- Children will not be charged for participating in before or after school clubs and activities. School will use Sports Premium and Pupil Premium Funding for this purpose.
- Children in care will be exempt from paying for educational trips or visits.

## **9. Monitoring arrangements**

The Head Teacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher annually.

At every review, the policy will be approved by the Business and Infrastructure Committee.