

The Canon Peter Hall Church of England Primary School



Charging and Remissions Policy

Contents

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. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

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.

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

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 provided in connection with an educational visit

5.3 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
 - 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 within nursery
- › Community facilities

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
- 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 and after-school clubs)

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.

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

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 which would not otherwise be possible.

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

- › Visits to museums
- › Sporting activities which require transport expenses
- › Visits to the theatre
- › Curriculum linked school trips
- › Musical events

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.

The school may have to cancel a trip if insufficient money is raised through voluntary contributions, and in the event of this happening any money already collected will be returned to parents.

8. Activities we charge for

The school will charge for the following activities:

8.1 Individual music tuition

There is a charge for individual or small group music tuition (Key Stage two) where this is not part of the National Curriculum and has been requested by a parent.

8.2 Some after-school clubs

After school clubs which are led by school staff are offered to pupils free of charge. Where after school clubs are led by qualified sports coaches, the school may make a charge for attending these clubs. Parents will be informed of this charge when the clubs are advertised.

8.3 Additional nursery hours

Foundation Stage One children at our school are entitled to 15 hours of free care and education each week, term time only. Some parents who meet particular criteria may also be entitled to 30 hours government funding. The 15 hour entitlement can be taken daily on a morning (9:00-12:00) or afternoon (12:30-3:30) basis. For those parents that require it because of work or study commitments additional sessions above the 15 hours may be available. This varies from term to term and the spaces are only available once all children eligible for entry have been accommodated.

Schools may charge for additional activities and services provided they have followed the following guidance:

- The governing body has approved and published a charging policy
- Offers of additional hours are to be made taking into account the sustainability of other provisions in the locality and must only be made to fill existing capacity and not to expand provision.
- Staffing/Pupil ratios and EYFS requirements must be maintained.
- The school will maintain its 3 term intake for the Foundation Unit with pupils being admitted the term after their third birthday.
 - Space must be available for new intakes in the Spring and Summer terms. Hours offered will be reviewed on a termly basis whenever possible.
 - Charges must be sufficient to cover the cost of delivering the service.
 - Any profit must be re-invested in the school or the service.
- Payment must be made in advance, at the time of booking – no child will be able to attend an additional session if the appropriate monies have not been paid.
 - Pupils staying all day stay for lunch. Payment for lunches will be in line with the current providers lunch costs or a packed lunch provided from home. There is no additional charge for the extra time in school during the lunch time for pupils staying for the full day
 - In some cases where a child is 3 and the school is not entitled to funding until the following term a parent may access nursery sessions in line with 'additional hours' providing we have spaces. This paid space cannot be at the detriment of a funded pupil.

The current charge for additional hours in nursery is at the rate of £5.50 per hour with a minimum 3 hour session. The charge covers the cost of staffing and is competitive with other local providers.

8.4 School Dinners

School can charge for school dinners of children who are in Key Stage two. Dinners are provided free of charge for pupils entitled to free school meals. The price of a school meal, which includes a main course and dessert is £2.40 and payable in advance on ParentMail.

8.5 Damaged or lost property

School may ask parents to make a contribution towards replacing lost or damaged property caused wilfully or negligently by their children including premises, furniture, equipment or books.

8.6 Residential Visits

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

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 will be exempt from paying the cost of board and lodging for residential visits:

- 1 Income Support
- 2 Income-based Jobseeker's Allowance
- 3 Income-related Employment and Support Allowance
- 4 Support under part VI of the Immigration and Asylum Act 1999
- 5 The guaranteed element of Pension Credit
- 6 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
- 7 Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- 8 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)

10. Monitoring arrangements

The headteacher monitors charges and remission and ensures these comply with this policy.

The policy will be reviewed by the headteacher annually.

At every review, the policy will be approved by the academy committee.