

Charging and Remissions Policy



Approved by:	Anna Butler On behalf of Waltham-on-the-Wolds CE Primary School CGC
---------------------	--

Last reviewed on:	August 28 th 2022
--------------------------	------------------------------

Next review due by:	July 2023
----------------------------	-----------

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions.....	2
4. Roles and responsibilities	2
5. Where charges cannot be made	3
6. Where charges can be made.....	4
7. Voluntary contributions.....	6
8. Activities we charge for	7
9. Remissions.....	7
10. Monitoring arrangements.....	8
11. Appendix A: Parent letter	9
12. Appendix B: Request Form (School))	10
13. Appendix C: Request Form (CFO).....	11

1. Aims

Our schools aim 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

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. Academies are required to comply with this Act through their funding agreements. 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 Cluster Governing Committee (CGC)

The governing committee has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher. The CGC of each school has overall responsibility for monitoring the implementation of this policy; they may delegate this to the Finance Advocates.

4.2 Senior Leadership Team

The Executive Headteacher and Head of School are 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 Executive 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 Executive 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 (not applicable in our schools currently)
 - 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 (not applicable in our schools currently)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school (not applicable in our schools currently).

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 local governing body 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 (not applicable in our schools currently)
- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school (not applicable in our schools currently)
 - Religious education
 - Supply teachers to cover for those 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 below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- 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 (not applicable in our schools currently)

- Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school (not applicable in our schools currently)
- 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
- Entry fees and transport for swimming
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
- Damaged or lost items. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

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

Out of school clubs and activities

- The school offers a range of out-of-school clubs and reserves the right to charge for such sessions to cover the cost of materials. Lunchtime Clubs run by teachers or volunteers are offered free of charge.
- On occasion, private companies/providers such as some Sports Clubs and Magical Maths run clubs by prior agreement with the Senior Leadership Team. These providers make charges direct to parents and school has no involvement with these payments other than make our families aware that there will be a fee for their child's attendance at the club.

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

In our school, music tuition that is requested by parents is not managed by the school, i.e. this is a private financial arrangement between the peripatetic music teacher and parent and so school should not be requested to become involved. School will facilitate the lessons and ensure full compliance with Child Protection, Safeguarding and recruitment and other relevant policies are adhered to.

6.4 Residential visits

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

6.5 Damage to School Property

The school reserves the right to charge for the cost of replacement or repair of school books, materials, equipment or fittings which are lost, broken, damaged or defaced by a pupil. In such cases individual costs are discussed with parents/carers and any charge made will depend on the item that has been damaged and costs to replace it.

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.

Some activities for which the school may ask parents for voluntary contributions include, for example, school trips and sporting 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. However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

8. Activities we charge for

The school will charge for the following activities:

All child care provision outside of school hours specifically,

- After School CReW Club

The current fees for After school Club (including sports clubs) Includes:

3.15 – 4.15pm = £4.50 which includes a healthy snack and drink

3.15 – 5.15pm = £9.00

3:15 – 6pm = £12

(£1.50 extra for a light tea)

Payment details will be available on the booking forms.

The price per session per child applies to all children. This is payable for all booked sessions including when your child is absent. We do not charge for bank holidays and professional training days. All payments must be paid in full for the current half term before your child attends.

There are some sessions that are led by visiting specialists, for example sports coaches. School will need to meet these costs from the CReW Club accounts, so by signing your child up to the Club this will help us to meet those costs.

- Waltham Pre-school

Please refer to the relevant fees and funding policies, available by the school's own website.

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 local governing body 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, although optional extras may be included and an agreed payment systems would be put in place:

- 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 family's income must be less than £7,400 per year – after tax and not including any benefits)

9.2 Pupil Premium Remissions

The Pupil Premium (introduced in 2011) is an additional pot of money allocated to schools for children from low-income families who are currently known to be eligible for Free School Meals in both mainstream and non-mainstream settings and children who have been looked after continuously for more than six months. If we are aware that your child is in receipt of this grant, then we will send you a letter summarising the following information. (See Appendix A).

- Parents/carers of children entitled to the Pupil Premium may be offered subsidy towards some requests for voluntary contributions, depending on the allocation of funds available as set by the school and Trust to support the educational needs of the children. This will be applied equitably* and will be at the discretion of the Executive Headteacher. The school will automatically adjust the costs via ParentPay so there will be no need to apply for this.
- Parents/carers *are strongly advised* to take advantage of 2 hours free child care per week to enable their child to participate in specific educational activities that are on offer, e.g. sporting activities, art and crafts, drama. This can be split over two sessions or taken on one evening, however, the following must apply, as we believe this will provide a wider educational experience for the child:
 - 1 hour for a sports afternoon session.
 - 1 hour for another evening session (either after the sports session or on a different day).
- The school office staff will advise on how to request this. The above 2 hours free of charge is applicable at the time of the policy publication but will be subject to constant review throughout the academic to ensure the school doesn't fall into arrears. If a change to the arrangements are likely, the school will give parents as much notification as possible.

* Our school allocates the expenditure of the pupil premium fairly and consistently to each pupil in receipt of it and in accordance with how staff believe it will benefit each individual within the statutory guidelines. As such, requests from parents/carers for financial support from the pupil premium grant for their child is not be possible as all money has been assigned.

We support the remission policy for families facing financial hardship. When a parent/carer approaches the school for assistance every effort will be made to help. Any financial support given will be confidential between the Executive Headteacher / Head of School, School Business Manager and the family concerned. At no point will a child be identified to other adults or pupils as receiving any kind of financial assistance.

Data will be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.

The School Business Manager will keep you updated of any changes should they arise.

10. Monitoring arrangements

The Executive Head teacher monitors charges and remissions, and ensuring they comply with this policy.

This policy will be reviewed every year by the Senior Leadership Team and School Business Manager.

At every review, the policy will be approved by the LGB in consultation with the Trust's Chief Finance Officer.

J V Hopkins

EHT 28.08.22