

Policy for

Charging and Remissions Policy 2020-22



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Committee:

Finance

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Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances

under which voluntary contributions will be requested from parents. Guidance is based on the

Education Act 1996: Sections 449-462.

1. Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered by the head teacher (who may make reference to the Governing Body).

2. Definitions

Community Facilities	facilities that can be used by the local community, for example out of hours / holiday childcare; these facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated
Extended school provision	provision of childcare outside the standard school day where it is optional as to whether the child attends
External Lettings	letting to an organisation other than the school
Remission	where a charge is not payable, either in full or in part
School Balances and Reserves Fund	Reserves put aside over a number of years to pay for major maintenance or renewal costs – reference Reserves and Balances Policy

3. Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, 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 tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2
 - Instrumental and Vocal Tuition Programme (Wider Opportunities)
- entry for a prescribed public examination, if the pupil has been prepared for it at the school

- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is 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 the school's basic curriculum for religious education
- Supply teachers to cover for those teachers who are absent from school 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 body 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

The governing body will not charge for nursery sessions where children are eligible for Nursery Education Funding.

4. Charges

The following charges will be levied:

- (a) school meals
- (b) board and lodging on residential visits (not to exceed the costs)
- (c) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - (i) travel
 - (ii) materials and equipment
 - (iii) non-teaching staff costs
 - (iv) entrance fees
 - (v) insurance costs
- (d) individual or group tuition in the playing of a musical instrument (including vocal tuition) where this is provided at the request of the parent
- (e) any other education, transport or examination fee unless charges are specifically prohibited
- (f) breakages and replacements as a result of damages caused willfully or negligently by pupils
- (g) extra-curricular activities and school clubs
- (h) letting of the school premises or grounds – this should cover the cost, including:
 - (i) services (heat & light)
 - (ii) staffing (security, caretaking & cleaning)
 - (iii) administration
 - (iv) wear & tear (sinking fund)
- (i) Extended school care activities such as breakfast club, after school club, holiday clubs and lunchtime nursery provision.
- (j) In the event of payment by cheque and the cheque subsequently being returned by the bank, any additional bank charges incurred by the school as a result will be recharged to the payer.

5. Remissions

The following show the conditions under which charges are not payable:

Pupil Premium

Pupil premium funding is allocated to schools based on the numbers of children who are looked after by the Local Authority, those who have been eligible for free school meals in the last six years and those whose parents are currently serving in the armed forces.

- i. **Free School Meals** - Eligibility for free school meals (FSM) is applicable where parents are in receipt of certain support payments. The relevant support payments are:
 - o a Income Support
 - o income-based Jobseeker's Allowance
 - o income-related Employment and Support Allowance
 - o support under Part VI of the Immigration and Asylum Act 1999
 - o the guaranteed element of Pension Credit
 - o 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)
 - o Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
 - o 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)
- ii. **Residential School Trips** – Parents of children eligible for pupil premium are entitled to the remission of charges for board and lodging costs during residential school trips.
- iii. **Extra-curricular Clubs** – There will be no charge made for pupil premium children attending out of school activity clubs taking place on the school premises where these are organised by and run on behalf of the school.
- iv. **Music Tuition** – Parents of children eligible for pupil premium are entitled to remission of charges for music tuition.

Universal Infant Free School Meals

All KS1 children are entitled to Universal Infant Free School Meals (UIFSM) . This is a government initiative but is not the same as FSM.

6. Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following:

- a) Educational Visits

The following will be made clear to parents:

- a) that the contribution is genuinely voluntary, and a parent is under no obligation to pay;
- 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 costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it must be cancelled. The School must ensure that this is made clear to parents.

If a parent is unwilling or unable to pay a contribution, their child will still be given an equal chance to go on the visit. The School should make it clear to parents at the outset what the policy for allocating places on school visits will be.

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