

Charging and Remissions Policy



Thorn Grove Primary School

Approved by Resources Committee on:	3 November 2022
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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 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.

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 Body

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher. Responsibility for approving the Charging and Remissions Policy has been delegated to the Resources Committee.

4.2 Headteacher

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

4.3 Staff

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently and correctly.
- 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 and carers

Parents and carers 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 resit(s) if the pupil is being prepared for the resit(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
- 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 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 see Section 14
- 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
- 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, lunchtime / after-school clubs 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 and carers 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.

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 transport, board, activities and lodging on residential visits, but the charge must not exceed the actual cost.

7. School Hours

School hours are when the school is actually in session. These do not include the midday break.

Key Stage 2

Morning session	-	8.30 a.m. – 12.00 p.m.
Afternoon session	-	1.00 p.m. – 3.15 p.m.

Key Stage 1

Morning session	-	8.40 am. – 12.00 p.m.
Afternoon session	-	1.00 p.m. – 3.15 p.m.

Reception

Morning session	-	8.50 am. – 11.30 p.m.
Afternoon session	-	12.30 p.m. – 3.15 p.m.

Nursery

Monday, Tuesday, Thursday and Friday:	8.55 – 15.10
Wednesday:	8.55 – 11.25 or 12.40 -15.10

8. 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 and carers to fund activities during school hours which would not otherwise be possible.

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

- Visits to museums
- Sporting events which require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School trips
- Musical events
- Cultural events
- Enhanced activities provided across the school to accommodate events such as baking; artists in residence; and visits out.
- Cost of ingredients, materials and equipment where parents and carers have expressed the wish to have the finished product.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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.

9. Chargeable activities

The school will charge for optional activities outside the school day. These include:-:

- Breakfast clubs
- Lunchtime clubs
- After school and sports clubs

When charges are **made** for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions, fundraising and Pupil Premium (if the child is entitled).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents/carers. For regular activities, the charges for each activity will be determined by the Headteacher each term and parents/carers will be informed of the charges prior to booking.

Where pupils are entitled to income-based free school meals, a reduced rate may be offered.

10. Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this if the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

There is a charge for the teaching of an individual pupil (or groups of pupils) to play a musical instrument by peripatetic teachers if this is an additional curriculum activity. Parents/carers have the choice of whether they would like their child to book these additional music tuition lessons and payment is generally made directly to the organisation delivering the tuition at the time of booking.

11. Swimming

The school organises swimming lessons for children in Key Stage 2. These take place during school time and are part of the National Curriculum. We do not make a charge for these lessons. We inform parents and carers when these sessions are to take place.

12. Nursery Sessions

Nursery children are entitled to 15 or 30 hours of nursery provision funded by the Government. In some instances, parents and carers who are only entitled to 15 hours of funded provision may wish to purchase additional hours to top-up this provision at a cost of £4.60 per hour.

13. Materials and Ingredients

Charges may be made for materials and ingredients for practical subjects where parents and carers have indicated in advance their desire to own the product.

14. EYFS Consumable Donations

At Thorn Grove, we provide our EYFS children with a wide variety of hands-on experiences, some of which are not covered by our EYFS funding. To help towards the ever-increasing costs of consumable items (for extras like baking or gift making for Mother's/Christmas Day) we ask parents/carers to make a half termly donation of £6-8. This money goes into our EYFS budget.

These donations will be set up on our payment system. We would like to thank parents and carers who choose to support the EYFS team with these donations. Without them we would struggle to provide the range of amazing activities we do.

15. Damages and Losses

Charges may be made for the cost of repairing or replacing any damaged property or item resulting from a pupil's inappropriate behaviour. This includes window or computer breakages and costs for graffiti removal.

Charges may also be made for the cost of replacing any property or item which has been loaned or hired to a pupil and not returned.

16. 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 Headteacher and reported to the Resources Committee and will depend on the activity in question.

16.1 Remissions for Residential Visits

Parents/carers who can prove they are in receipt of any of the following benefits may be exempt from paying some or all of 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 family's income must be less than £7,400 per year – after tax and not including any benefits)

Any families who are in receipt of these benefits or are encountering financial difficulties are strongly advised to meet with the Headteacher, as remission may be made in exceptional circumstances.

17. Information / Marketing Literature

The school may charge outside organisations e.g. sports clubs, drama groups, homework clubs for the distribution of information / marketing literature to parents/carers. The charge will be £10 , requested via invoice, leaflets will be distributed after payment received. . Such information will be distributed at the discretion of the Headteacher / School Business Manager. Charges may be waived for charitable organisations or local schools directly linked to Thorn Grove Primary School.