



Harby Church of England Primary School

Charging and Remissions Policy

Aims:

- To meet DFE guidelines on charging
- to clarify to parents and carers what charges the school will make for educational events and activities.

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.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Definitions:

Charge: A charge is a fee payable for specifically defined activities

Remission: A remission is the cancellation of a charge which would normally be payable

Where charges cannot be made:

- 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
- 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
- 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

Where charges can be made:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- **Optional extras such as:**
 - 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, 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.

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 Leicestershire Music Service for Key Stage 2 whole class instrumental and vocal tuition programme (such as Vale Choir)
- For a pupil who is looked after by a local authority

Residential visits:

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

Voluntary Contributions:

As an exception to the requirements set out in 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, but are not limited to:

- School trips
- Sporting activities.
- Visits to museums
- Activities which require transport expenses
- Outdoor adventure activities
- Visits to the theatre
- Residential school visits
- Musical events

If the school is unable to raise enough funds for an activity or visit then it will be cancelled. The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, then it must be cancelled. Parents have a right to know how each trip is funded. The school provides this information on request.

Remissions

In some circumstances the school may not charge for items or activities set out in this policy that it is able to charge for. This will be at the discretion of the Headteacher and will depend on the activity in question and individual circumstances.

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:

- 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)

Swimming:

The school organises swimming lessons. These take place during school time and are part of the National Curriculum. We inform parents when these lessons are to take place and we ask parents for written permission for their child to take part in swimming lessons. Parents are asked for a voluntary contribution towards the cost of transport and additional specialist swimming teaching staff.

Activities we charge for:

The school will charge for the following school run activities:

- Breakfast Club
- Afterschool Club (Planet Play)

Please review the school website for the charges associated with the above activities.

Confidentiality:

If parents are having any difficulties with meeting any payments or providing voluntary contributions or wish to discuss staggered payment options then they are warmly encouraged to contact the Headteacher in the strictest of confidence.

Payment methods:

The school will accept payment via cash, cheque and online. The school uses ParentMail for online payments and this is the preferred method of payment as it removes cash handling. Childcare vouchers may be used for after school club and breakfast club. Please contact the school office for further advice and information.

Responsibilities, monitoring and review:

The responsibility of approving, monitoring and reviewing the Charging and Remissions Policy lies with the Finance and Personnel Committee.

The policy will be reviewed annually by the Finance Committee of the Governing Body.

