

CHARGING AND REMISSIONS POLICY

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Policy Review Sheet

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Page/ Section	**Changes to note**	**Reason for change** *e.g., change in legislation*
Section 8.1	Updated Universal Credit eligibility wording within Remissions and Concessions to reflect current Free School Meal eligibility arrangements.	Change in legislation.
Date of final approval:		

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1. Introduction

1.1 Ings Farm Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The school aims to promote and provide such experiences for all the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils:

- have an equal opportunity to benefit from educational visits, curricular and extra-curricular activities.

1.2 This policy complies with sections 449-462 of the Education Act 1996, the Trust's Funding Agreement, and the Department for Education's Advice: Charging for School Activities (May 2018).

2. Activities During School Hours

2.1 Generally, there will be no charge for education provided during school hours, subject to limited exceptions, including the provision of some music tuition (see Section 6).

2.2 In respect of transport, the school cannot charge for:

- Transporting registered pupils to or from school premises, where the Trust has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the Trust has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

2.3 The school may charge for:

- Activities that take place outside of school hours (see Section 3).
- Any books, materials, instruments, or equipment that the parent wishes the child to own. The cost will be made clear to the parents before charge.
- Optional extras (Section 3.2).
- Instrumental or vocal tuition (Section 6).
- Certain early years provision.
- Provision of community facilities.

2.4 Where a charge is to be made for a particular type of activity, parents should be informed that there will be a charge and how the charge will be calculated. Parents will also be informed from the outset as to whether they may qualify for help with the cost.

3. Activities Outside of School Hours (Non-Residential)

3.1 There will be no charge for activities that take place outside of school hours when they are:

- Part of the National Curriculum.
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Part of religious education.

3.2 Optional Extras

Charges may be made for optional extras. Optional extras include:

- Education provided outside of school time that is not:
  a) Part of the National Curriculum.
  b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  c) Part of 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 the premises where the Trust have arranged for the pupil to be provided with education).
- Extended day services offered to pupils (e.g., before school breakfast clubs, after-school clubs).

3.3 The Cost of Optional Extras

3.3.1 The Headteacher will decide when it is necessary to charge for optional extras.

3.3.2 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will therefore not include an element of subsidy for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge

3.3.3 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

3.3.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

4. Activities Partly During School Hours on or Off Site (Non-Residential)

4.1 Where the majority of a non-residential activity takes place during school hours, the activity will be deemed to have taken place during school hours and therefore will incur no charge. Travelling time is included in time spent on activity.

4.2 In cases where the majority of a non-residential activity takes place outside of school hours, it will be deemed to have taken place outside of school hours and therefore a charge may be made. However, a charge can only be made for the activity outside of school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

The charge cannot include the cost of alternative provision for those pupils who do not wish to participate. No charge can be made for supply teachers to cover for those teachers who are absent

from school accompanying pupils on a visit. In this case, the charging of the activity will be the same as is outlined in section 3.

5. Residential Activities

5.1 The school will not charge for:

- 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, 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
- Travel provided in connection with an educational visit.

5.2 The school will charge for:

- Board and Lodging when any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see Section 8 for more guidance on remissions).
- Activities Schools may charge for residential activities outside of school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

6. Music Tuition Within School Hours

6.1 The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

6.2 The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

6.3 Charges will be made if the teaching is not an essential part of the National Curriculum or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

6.4 Schools may charge for teaching requested by parents. Vocal or instrumental tuition may be provided to either an individual pupil or to a group. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument; however, the charges made to parents will not exceed the cost of the provision.

6.5 There is no charge for vocal or instrumental tuition for children who are looked after by a Local Authority (within the meaning of section 22(l) of the Children Act 1989). This includes instruments, music books and exam fees.

7. Damage to Property and Breakages

7.1 Where school property has been wilfully or recklessly damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the

school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.

8. Remissions and Concessions

8.1 The school will consider the remission of charges to parents or carers who receive the following support payments:

- 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – Paid for 4 weeks after you stop qualifying for working tax credit
- Universal Credit

8.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially. The Headteacher and Chair of the Local School Board (LSB) will authorise the remission of charges. The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, even if they are not in receipt of any of the above, and this will be determined by the Chair of the LSB and Headteacher.

9. Voluntary Contributions

9.1 The school may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich their pupils' education.

9.2 If an activity cannot be funded without voluntary contributions, this will be made clear to the parents by the school at the outset. If the activity is cancelled, all monies paid will be returned to parents.

9.3 The school will make it clear to parents that there is no obligation for a parent or carer to make any contribution and will in no way pressurise parents to contribute as it is voluntary. Colour coded letters will not be sent to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

10. Inability or Unwillingness to Pay

10.1 The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity or visit, then it will be cancelled

10.2 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

11. School Specific Charges

11.1 The school has no extra specific charges