

Charging and Remissions Policy

This Charging Policy informs staff and parents about charging for school activities. It conforms to the requirements of the guidance detailed in 'Charging for School Activities' DfE May 2018.

CHARGING

In accordance with the DfE guidelines our school cannot charge for:

- An admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process
- 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 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
- Residential visits

Our school can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them
- Optional extras
- Music and vocal tuition*
- Community facilities

* The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Optional Extras Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- Education provided outside of school time that is not part of the national curriculum or part of religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have 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 (for example breakfast club, after school clubs, tea and supervised homework sessions).

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In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

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 are school trips and sports activities.

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. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

Activities Our School Charges For:

Our school charges for the Breakfast and After School clubs. Charges include costs for; staffing, utilities, refreshments and activities. These charges are determined by the Resources Committee and reviewed in the summer term each year. Parents will be informed of the charges for the coming academic year in July each year.

Damaged or Lost Property

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

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REMISSIONS

In some circumstances the school may not charge for items or activities as stated in this policy. The Governing Body reserves the right to remit (wholly or partly) any charge that would otherwise be payable, in some circumstances at its own discretion.

Remissions for Residential Visits

Parents who can prove they are in receipt 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 State Pension Credit
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- Child Tax Credit (provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £17,005)
- Working Tax Credit run-on, paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal credit in prescribed circumstances
- 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).

The Headteacher will inform parents of the right to claim free activities if they are receiving these benefits.

Monitoring Arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Executive Headteacher every year. At every review, the policy will be approved by Resources Committee.

Reviewed: Autumn 2023

Approved by: Full Governing Board

Next Review Due: Autumn 2024

Monitored by: Executive Headteacher