

# Roxbourne Primary School



## Charging and Remissions Policy

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<b>Link Governor (if applicable)</b>	TBC
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## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. A timetable of trips for all year groups will be sent out in September each year, preparing parents for the contributions that will be sought in that academic year.

### 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 maintained schools in England.

### 3 Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

#### Roles and responsibilities

#### 3.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy. In our school, responsibility for approving the charging and remissions policy has been delegated to Finance and Resources Committee

#### 3.2 The Headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### 3.3 Staff

Our staff are responsible for: Implementing the charging and remissions policy consistently  
Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### 3.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy

## **4 Where charges cannot be made**

Below we set out what the school cannot charge for:

### **4.1 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
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Religious education
- 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

### **4.2 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.

### **4.3 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 residential visit

## **5 Where charges can be made**

Below we set out what the school can charge for:

### **5.1 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
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

## 5.2 Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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.

### **5.3 Music Tuition**

The school 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

### **5.4 Residential Visits**

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

### **5.5 Breakages and Fines**

Parents will be charged the cost of any damaged deemed wilful by the school to school property or the loss or damage of any material supplied by the school.

### **5.6 Passport Applications**

A fee is payable for the Headteacher/member of staff to sign passport applications.

## **6 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 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: school trips, sports activities and visiting theatre groups.

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.

## **7 Activities we charge for**

The school will charge for the following activities:

Breakfast and After School clubs (if provided by the school) – Including food & drink, snacks, staffing, building overheads, resources online banking charges, late collection fees (if applicable) and cancellation fees (if applicable).

Extended school clubs – (if provided by the school) staffing costs, building overheads, resources and online banking charges.

When calculating the cost, an amount may be included in relation to:

- Any materials, books, or other resources required in connection with the activity
- 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.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in July each year. Parents will be informed of the charges for the coming year in September each year.

### **Nursery charges**

All three- and four-year olds are entitled to 15 hours per week of early year's education each academic year funded by the government. Where applicable, when a child is 3 years old, parents can use their 30 hours Extended Entitlement if eligible to fund an additional 15 hours.

Where a parent/carers is not entitled to additional Government funding, and wishes to top up these hours to a full-time 30-hour place, subject to availability, the following charges for the additional hours will apply:

Hourly charge	Number of hours	Total cost
£5.00	3	£15.00 per day

### **Absence**

If a child is absent, refunds or reductions are not available. This is because we would have already planned, staffed and resourced our provision to cater for the number of children we were expecting. The school will not charge for days when the school is closed e.g. Inset Days, Nursery Induction Days and school holidays.

## **8 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 governing board and will depend on the activity in question.

## **9 Remissions for residential visits**

Parents who can evidence 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 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)

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- 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 £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

The governors invite parents to apply in confidence for the remission of charges in part or in full where they feel in their particular circumstances the payment will cause financial hardship. Authorisation of remission will be made by the headteacher.

## **10 Concessions**

Pupil Premium – If a pupil is on the Pupil Premium Register, they are automatically entitled to a number of concessions and you don't need to provide any further evidence. These include:

- Breakfast Club
- Clubs
- After School Care
- Educational Visits
- School Uniform
- Other Enrichment Opportunities
- Passport applications

The concession discount is available for others who feel they need additional support, for example; if you are in receipt of benefits such as Income Support, Universal Credit or Jobseeker's Allowance, due to redundancy or temporary unemployment, illness, or a low income.