



# Goat Lees Primary School

## Charging and Remission Policy

Draft Prepared	May 2016
Date Agreed	19/05/2016
Signed by Headteacher	
Signed by Chair of Governors	
Date Policy to be Reviewed	Annually or as required

## Charging and Remissions

### Guidance

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published.

A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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<sup>1</sup>, 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;
- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Activities which are an essential part of the syllabus for an approved examination must be provided free.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies.

## **Charging and Remissions Policy**

### **Status Statutory**

#### **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

The school day is defined as: 08:50am to 15:15pm.

#### **What was consulted?**

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

#### **Relationship to other school policies**

The policy complements the school's equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

#### **Roles and responsibilities of headteacher, other staff, governors**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, practical activities, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. The governors endorse the guiding principles contained in the Act, in particular that no child should have his/her access to the curriculum limited by charges. If a particular activity is limited to a specific number of pupils, the inclusion of pupils must not make reference to the ability or willingness to pay on behalf of the parent.

The **Headteacher** will ensure that the following applies:

#### ***During the school day***

All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity.

#### ***Charges***

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

- Activities outside school hours including clubs
- The full cost to each pupil of any activities deemed to be optional extras taking place outside school hours including residential visits
- Individual/Group Instrumental Tuition outside of that provided through national schemes. In such cases the charge will not exceed the cost of provision. Children in Care who wish to have instrumental tuition are entitled to free tuition.
- Breakages

#### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Conversely, if the bigger proportion of time spent falls outside of the normal school day, charges will be made where the activity is not part of the national curriculum. When such activities are arranged parents will be told how the charges were calculated.

### ***Residential Visits***

Charges will be made on residential visits which are part of the national curriculum for board and lodging and extra activities requiring additional staff with specific qualifications or experience. If a pupil is eligible for pupil premium or parents/carers are facing financial hardship, additional funding may be available and will be considered if appropriate. All parents/carers are asked to contact the Headteacher, to discuss individual circumstances as the school may be able to support through reduced payments, instalments, or other sources of revenue.

Other charges will be made to cover costs when the number of school sessions missed by the pupils total half or more of the number of half-days taken up by the activity and where the visit is not an essential part of the National Curriculum or part of an examination syllabus. In such cases parents will be told how the charges were calculated.

### ***Music Tuition***

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. This may be the case for extracurricular activities or for specialist music tuition.

### ***Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example *specialist clubs or those run by a third party*. Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

Participation in any optional extra activity will be on the basis of parental choice and a parental agreement will be a pre-requisite for the provision of any optional extra activity.

### ***School Minibus***

Charges will not be made for transporting pupils to or from the school premises where the governing body or local authority has arranged for pupils to be educated off site. The school has its own minibus and has an exclusive reciprocal agreement with Phoenix Community Primary School regarding the sharing of each other's minibus. This is particularly convenient as it enables a whole class to be taken in the two minibuses. Additional costs may be required to cover the cost of fuel and providing additional staffing.

Where charges are necessary for use of the school minibus they will be made as follows:

- An additional or extracurricular activity
- Transport to an optional activity

NB. Only the school's pupils, staff or parents may travel at a charge in the school minibus. Under section 19 of the Transport Act 1985 the school must have a permit to make charges which will cover only actual costs incurred.

### ***Calculating Charges***

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 may be through the school or through voluntary contributions and fundraising.

Parents who would qualify for support are those whose children may also qualify for Free School Meals (FSM).

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Voluntary Contributions**

The staff and governors recognise the importance of activities, that while may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However it may be necessary for voluntary contributions to be sought for such activities during the school day which entail additional costs, *such as admission fees, transportation, costs of participation or the cost of a trained instructor or facilitator.*

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. *An activity may be cancelled if not enough voluntary contributions are collected.*

### **Families qualifying for remission or help with charges**

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents/carers in particular circumstances. This remissions policy sets out the circumstances in which charges may be waived. Criteria for qualification for remission are given below.

Parents/carers in receipt of:

- 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 HM Revenue and Customs) does not exceed the sum given in the Revenue and Customs rules
- Guaranteed State Pension

Children who are eligible for Pupil Premium may also be considered for support and the additional funding available may be used if it is deemed to be appropriate.

### **Arrangements for monitoring and evaluation**

The *Governing Body* will monitor the impact of this policy by receiving information through the finance report and through the Headteacher report.

### **Publication of Information**

This policy can be found on the school's website and hard copies are available from the school office for parents/carers to view.

### **Review and amendments**

This policy will be reviewed annually by the Governing Body who may, from time to time, recommend amendments to the categories for which a charge maybe made, this will be brought to the full Governing Body for ratification. However, the Governing Body reserve the right to review the Charging and Remissions Policy as necessary.

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### **Links to legislation and guidance documents**

Further information and guidance documents and legislative provisions concerning charging for school activities can be found in:

### **Charging for school activities**

**Advice for governing bodies, school leaders, school staff, and local authorities  
November 2013**