



STALBRIDGE CE PRIMARY SCHOOL – CHARGING AND REMISSIONS POLICY

2021-2023

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

4. Roles and responsibilities

4.1 The governing board

In our school, responsibility for approving the charging and remissions policy has been delegated to the Headteacher. The monitoring of this policy has been delegated to the finance and personal committee of the Governing board.

4.2 The headteacher

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

4.3 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

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

5. Where charges cannot be made;

Below we set out what the school cannot charge for:

5.1 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
- 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

5.2 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 visit¹

5.3 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 a residential visit

6. Where charges can be made

Below we set out what the school can charge for.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

¹ A voluntary contribution may be requested to support travel that is connected to the curriculum. See note on voluntary contribution).

- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

The school will always seek to provide universal provision at the lowest possible cost or zero cost to ensure universal access and that no child is disadvantaged.

6.2 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.

6.3 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

6.4 Residential visits

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

6.5 Loss and Damage of School Property

Parents of a pupil who deliberately damages or loses any item of school property or equipment, including, for example, window or computer software, are liable for the cost of repair or replacement.

7. 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:

- visits to museums;
- certain sporting activities which require transport expenses;
- outdoor adventure activities;
- • visits to the theatre;
- • musical events.

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 may be cancelled. It should be noted that the school makes use of its service pupil premium and pupil premium to reduce the overall cost of provision of optional extras to enable universal access. We do not treat these children differently from any others.

7.1 Children who are in receipt of Free School Meal funding will be entitled to a 50% reduction in the cost of any additional activity where a voluntary contribution is required.

7.2 If a parent wishes their child to take part in a school trip or event but is unwilling or unable to make a voluntary contribution, we may not allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

8. Activities this school charges for

The school will charge for the following activities: • Breakfast and afterschool clubs

- Clubs

The costs for these items have been calculated to be funded at the lowest possible level to ensure universal access.

Our after-school clubs are led by both school staff and external coaches. Each club is charged at its own designated amount per session to cover the costs of provision. (see After school club and Breakfast club funding fees) The fees from school charges will go towards resources and consumables that are used by all clubs.

For regular activities, the charges for each activity will be determined by the governing board and reviewed annually. Parents will be informed of the charges for the coming year at the beginning of each school year.

9. Remissions

In some circumstances, the school may not charge or offer a reduce charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Head teacher and will depend on the activity in question. Appeals on the decision of the Head teacher can be made to the Governing Board.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits are able to claim a remission that will be at the discretion of the Head teacher, of up to 50% towards the cost of board and lodging for residential visits:

- • Universal credit in prescribed circumstances
- • Income Support
- • Income Based Jobseekers Allowance
- • Support under part VI of the Immigration and Asylum Act 1999

² Please note: The term 'Free School Meal' refers to those families in receipt of certain benefits as described in the following link

<https://www.dorsetforyou.com/free-school-meals>

This funding is different from the Universal Infant Free School Meal Government initiative which currently provides a school meal for all children in Reception, Year 1 and Year 2. If you would like further clarification please speak to the School Office.

- 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

Arrangements for the remaining balance can be paid in instalments; ensuring that the final payment is paid by the due date.

10. Monitoring arrangements

The School Finance Officer, Karen Arnold, monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher on an two yearly basis. At every

review, the policy will be approved by Finance, Premises and Staffing committee of Governors.

Last review by the Finance, Premises and Staffing committee on:2021 Original signed: in file Chair: Helen Hatcher Date of next review: March 2023