

Charging and Remissions Policy

Redscope Primary School



**Approved By: Alison Bradbury
Mike Firth**

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Next Review: December 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 Body

The Governing Body 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 Body 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 the Headteacher.

In our school, monitoring the implementation of this policy has been delegated to the Finance Committee.

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 visit

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

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.

For the purpose of this Policy Statement in relation to Redscope Primary School, all half day, full day and residential visits shall be defined as optional extras, which are not 'essential' to fulfilling the statutory duties relating to the National Curriculum. Therefore, the school will ask for Voluntary Parental Contributions for 'optional extras' to cover the cost of transport / admissions and Insurance. (Optional extras are defined in the Act as any activity for which charges may legitimately be placed on the parents). It is legitimate to charge for board / lodgings for a residential activity even if it takes place during term time.

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.

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:

e.g. school visits, 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.

8. Activities this school charges for

The school will charge for the following activities:

Breakfast, after-school childcare, after school clubs and sports clubs, some music tuition as agreed with parents, wrap-around Care in Early Year Foundation Stage, board and lodging on residential, all half day and full day visits are defined as optional extras.

For each activity the charge is calculated to include transport, building or insurance costs, any refreshments etc, as appropriate. Charges will not exceed the cost of the activity.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in July at the Governing Body Meeting each year. Parents will be informed of the charges for the coming year by the end of July each year.

9. 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 Body and will depend on the activity in question.

LETTINGS

The Governing Board will allow different community groups to use the outdoor school premises as part of the Letting Policy.

The School Office Manager will administer the system, by issuing invoices and receipts.

The Governing Board will charge the current L.A Letting Rate plus a percentage for the school site.

*Lettings cannot be subsidized from the School Budget.

After School Clubs, which are run by external agencies and providers, will be charged to parents at a rate decided by the provider. In some circumstances, the school will use Sports' Premium or Pupil Premium funding to allow the club to run and allow our children to access different activities. The school will provide administration including printing and distribution of letters where required. School will collate attendance registers and furnish the provider with information regarding contact details. Providers must ensure they have current, relevant insurance and DBS check information, and provide their own resources. They are responsible for safeguarding their group according to school policy.

Weekend/ sports clubs may also be run by external agencies and providers within school using the yard and field, weather permitting. Fees charged to parents for the session are determined by the provider. The provider will be charged £10 per hour with providers having a field gate key and being responsible for locking / unlocking etc. Providers must re-apply to the governors each year for the right to continue the letting. They must clearly state the names of current school pupils who are benefitting from the letting.

Providers must ensure they have current, relevant insurance and DBS and provide their own resources. They are responsible for safeguarding their group according to school policy. We expect the provider to maintain the clean and hygienic state of the field and playground throughout. School reserves the right to levy a charge for cleaning or damages should it be necessary. School reserves the right to terminate the lease with immediate effect.

10. Monitoring arrangements

Michelle Hollingworth, Finance Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Alison Bradbury, Headteacher every year. At every review, the policy will be approved by [the Governing Body Finance Committee.