Charging and Remissions Policy

Headteacher: Alison Field

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Chair of Governors: David Wright

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Policy agreed: November 2023

Due to be reviewed date: November 2025

Sheepy Magna Church of England Primary School
Charging and Remissions Policy

Purpose

The purpose of the policy is to ensure there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. The policy has been informed by the Local Authority Policy, DfE guidance and A Guide to the Law for School Governors. This policy compliments the school's Equal Opportunities Policy, Curriculum Policy and the Teaching and Learning Policy.

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.

Policy Statement

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 sometimes transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

Voluntary contributions may be sought for activities during the school day, which entail additional costs (for example field trips and swimming lessons). However, no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. If insufficient funds are available, it may be necessary to curtail or cancel activities.

Optional activities outside the school day

Here at Sheepy we charge for optional, extra activities provided outside of the school day, for example after school clubs and after school care. Such activities are not part of the National Curriculum or religious education. Parents will be told in advance of charges. Where specific funding has been received to support particular activities we will subsidise the charge to the extent permitted by the funding.

Where charges cannot be made

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

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

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

Where charges can be made

Education

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

Music and vocal tuition, in limited circumstances

Certain early years provision

Community facilities

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.

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

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Pupils whose parents are in receipt of eligible benefits may request a discount.

Swimming

The school organises swimming lessons for Year Three and Four pupils. These take place in school time. We ask for parents to make a contribution towards the cost of the pool hire and tuition. We inform parents when these lessons are to take place and we ask parents for verbal permission to enable their child to take part in swimming lessons.

Voluntary contributions

As an exception to the requirements above, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.
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.

Remissions

In some circumstances the school may not charge for items or activities. This will be at the discretion of the governing board and will depend on the activity in question.

Eligible benefits

The following are considered eligible benefits:

- Income support
- Universal Credit
- Income – based Jobseeker's Allowance
- Support under Part 6 of the Immigration and Asylum Act 1990
- Child Tax Credit (subject to Working Tax Credit and maximum Annual Revenue levels assessed by the Inland Revenue, that does not exceed £13,230).

Further guidance on the eligibility of children whose families do receive Tax Credits can be found at; www.teachernet.gov.uk/docbank/index.cfm?id=3681 .

Responsibilities

The Headteacher undertakes that parents will be told of the right to claim free activities if they are receiving any of the above benefits. The Headteacher will also ensure that staff are familiar with and correctly apply the policy.

The Finance Committee will monitor the impact of this policy by receiving a termly report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

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 board also has overall responsibility for monitoring the implementation of this
policy.

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.

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

Monitoring arrangements
The head teacher monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by the finance committee every 2 years.