



# Charging & Remissions Policy 2019-2020

<b>Agreed by:</b>	Governing Body	
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**Adderley Primary School**  
**Charging and Remissions Policy**

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## **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

The Governing Body of Adderley Primary School recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' 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.

## **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.

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents cannot or will not make a contribution of any kind.

## **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.

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

#### **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 SLT of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- Any loss or damages to goods provided financially or loaned to them by the school e.g. security fob, laptop, camera, iPad and other items.

The SLT will provide staff with appropriate training in relation to this policy and its implementation.

#### **4.4 Parents**

Parents are expected to notify staff 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.

### **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:

- Educational Visits

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:

- International Trips (including insurance costs, transport and accommodation)
- Adderley Primary School Homework Books
- A nominal charge for After School and Sports Clubs
- A nominal charge for Late Club (if a child is not collected by 16:00 or 1:10 on Fridays)
- A nominal charge for After School Clubs (if a child is not collected by 16:30)

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

Where a family is in debt with the school, the parents will need to clear the debt before the child leaves. Otherwise, the debt will be moved to the accounts of siblings and will still be owed to the school. The child(ren) will not be allowed to attend trips or paid visits if there is a significant outstanding debt.

Members of staff or governors who are parents at the school are not required to be charged for their children attending After School and Sports Clubs or Late Club.

## **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, Headteacher and Deputy Headteacher and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying 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
- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **10. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher every two years. At every review, the policy will be approved by Governing Body

### **Late Charges**

Adderley have run a Late Club for a number of years. If parents have not collected their child before **3.40pm**, they must report to the school office where they can collect their children from Late Club which is available up to **4:00pm** free of charge.

If a child is left after the 4:00pm deadline, there will be a charge of £3.00 for every 15 minutes thereafter. For example

- Parent arrives to late club between 4:01 and 4:15pm - **£3.00**
- Parent arrives to late club between 4:16 and 4:30pm - **£6.00**
- Parent arrives to late club between 4:31 and 4:45pm - **£9.00**

These charges will be added to your Parent Mail account. The above principle will also apply to the following:

- Children who are left after the 4:30pm deadline for afterschool clubs. Any child that is not collected by 4:45pm on a normal day, the school will notify Children's Services in line with Local Authority procedures.
- Children who are left after the 1:10pm deadline on Fridays. Any child that is not collected by 1:10pm on a Friday day, the school will notify Children's Services in line with Local Authority procedures.
- Children who are left after the 3:25pm deadline for Friday Afternoon extended provision. Any child that is not collected by 3.35pm on a Friday, the school will notify Children's Services in line with Local Authority procedures.
- Charges may be taken in cash on the day of the late charge is applied.

### **Outstanding Balances**

Where a family is in debt with the school, the parents will need to clear the debt before the child leaves. Otherwise, either the debt will be moved to the accounts of siblings and will still be owed to the school or the school will have to take legal action. The child may not be able to take part in any school trips until the debt is paid.