



# Charging and Remissions Policy

January 2022

Signed: ..... (Chair of Governors) Date: .....

Signed: .....(Headteacher) Date: .....

## Charging Policy for School Activities including Trips

### **Introduction**

The purpose of this is to set out our policies on charging and remission for school activities and school visits. This takes account of Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. This policy also complements information given in "A Guide to the Law for School Governors" (Chapter 23). Furthermore, this policy informs parents on low incomes and in receipt of benefits of the support available to them when being asked for contributions towards the cost of school visits.

### **Education**

As a school we will not charge for the following, although we may seek voluntary contributions as detailed below in the section Voluntary Contributions

- 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, 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 Sherdley Primary School;
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school rather than opting to resit.

As a school we will charge for:

- any materials, books, instruments, or equipment, where a child's parent wishes him to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances (see below).

### **Optional Extras**

Charges will be made for some activities that are known as "optional extras". Where an optional extra is being provided, a charge will be made for providing materials, books, instruments, tuition or equipment.

Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount will be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

### **Voluntary Contributions**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities and as a Governing Body it has been decided that we may exercise this right. However, if the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. It must also be made it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. This policy seeks to make clear this position. Any correspondence to parents should also seek to make this clear. For appropriate wording please use the following:

***“Exxxx will cover the cost of your child’s place on this visit. This payment is voluntary, but if insufficient contributions are received, the visit will be cancelled”***

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Furthermore, when making requests for voluntary contributions to the school, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory.

### **Residential Visits**

We will not charge for the following although we may seek voluntary contributions as detailed above in the section Voluntary Contributions:

- 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, 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; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

We will charge for:

- board and lodging as long as the charge does not exceed the actual cost.

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Income-based Job Seekers' Allowance
- Income-related Employment and Support Allowance

- Support under Part VI of the Immigration and Asylum Act 1999
- the Guaranteed element of State Pension Credit
- Child Tax Credit, provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190, as assessed by Her Majesty's Revenue and Customs.

We will however allow all parents to make a voluntary contribution towards the cost if they choose to do so. The same letter will be sent to all parents and will include the following statement:

***“Exxxx will cover the cost of your child’s place on this visit. This payment is voluntary, but if insufficient contributions are received, the visit will be cancelled”***

### **Music Tuition**

Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

Charges will now be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by our pupil(s). The charges may or may not be the full cost of the lesson but will be a minimal charge to gain commitment from the pupil and their family.

### **Before and after School Club**

The school provides its own before and after school club, charges will be made for the use of this club and can be found at Appendix 1. If a parent wishes to book their child/children into the Club they can do so via the **School Money** website that Sherdley Primary are linked to and a **data collection form** will then be emailed for completion. The Club is managed by Sherdley Primary Governing Body and staff are employed by the school.

The school will make nominal increase to charges on a yearly basis (each September) in line with increase in costs of food, utilities and staffing.

### **Transport**

We will not charge for the following although we may seek voluntary contributions as detailed above in the section Voluntary Contributions.

- Transport for pupils to other premises where we have arranged for pupils to be educated;
- Transport provided in connection with an educational visit.

### **Damage/Loss to property**

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the Headteacher, in consultation with the Chair of the Governing Body, may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

### **Extra-Curricular Activities**

The school will seek a voluntary contribution of £1.00 to fund extra-curricular activities provided either before or after school which will come into effect on 1<sup>st</sup> April 2022.

### **Uniform**

Only ties are sold at the school office, with jumpers, polo t-shirts available from local suppliers i.e. Hivis. The school purchases Ties, Sun Hats and PE Bags and these are sold at cost price.

### **Book Bags**

The school purchases book bags in bulk, and these are sold at cost price of £6.60 per bag.

## **Fees and other charges**

The Head Teacher, Resource committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. Photocopying.

## **Early Years Wrap Around Care**

If a child currently attends a 30 hour place in our pre-school and need to use our school's wrap around care to enable them to be picked up at 3.15pm instead of 2.30pm, there will be a charge of £4 per day for this. This can be paid via School Money or using tax free childcare vouchers

## **Appendix 1**

Charges applied at Sherdley Primary School

### **School Uniform:**

|                   |       |
|-------------------|-------|
| Clip on Tie       | £3.90 |
| PE Bag            | £5.00 |
| Reading Book Bags | £6.60 |
| Sun Hats          | £4.50 |

N.B. Costs as at September 2021, as replacements are sourced the prices could vary.

### **Meal charges:**

Adults: £3.25

Child: £2.50

### **Before and after School Club**

The current charging structure:-

#### Mornings

- 7:30-9:00 - £3.50 including breakfast
- 8:30-9:00 - £1.50 no breakfast (Drop-off)

#### Afternoons

- 3:00-5.30 - £6.50 including a snack style tea
- 3:00-4:15 - £3.50 including a light snack tea
- 4.15-5.30 (straight from extra curricular activities)- £3.50 including snack style tea

The Before and After School Club has not had a price increase in over 5 years and as from 1<sup>st</sup> April 2022 the proposed charging structure will be:-

#### Mornings

- 7.30-9:00 - £3.75 including breakfast
- 8:30-9:00 - £1.60 no breakfast (Drop-off)

#### Afternoons

- 3:00-5.30 - £6.95 including a snack style tea
- 3:00-4:15 - £3.75 including a light snack tea
- 4.15-5.30 (straight from extra curricular activities)- £3.75 including snack style tea

**Music Tuition**

Currently the charge is £3.00 per pupil, per week, paid on a termly basis.

**Photocopying**

5p per A4 copy.