



SHANKLEA PRIMARY SCHOOL

Charging and Remission Policy

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CHARGING AND REMISSION POLICY

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1. Purpose

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This Charging and Remission policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

2. Aims

Shanklea Primary School aims to:

- Have robust, clear processes in place for charging and remission
- Clearly set out the type of activity that can be charged for and when charges will be made

3. Legislation and guidance

The 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 England.

4. Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

5. Relationship to other school policies

The policy complements the school's Equality Policy, Curriculum Policy, Educational Visits Policy and the Teaching and Learning Policy. Reference is made in the School Prospectus too.

6. Roles and responsibilities of the Head Teacher, other staff and governors

6.1 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 Head Teacher.

The governing body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving and implementing the charging and remissions policy has been delegated to the Resources Management Committee.

6.2 Head Teacher

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

6.3 School Business Manager

The School Business Manager is 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

6.4 Staff

Staff will be provided with appropriate training in relation to this policy and its implementation.

6.5 Parents

Parents are expected to notify staff or the Head Teacher of any concerns or queries regarding the Charging and Remissions policy.

7. Where charges cannot be made

7.1 Admissions

There is no charge for admissions.

7.2 School Meals

There is no charge for children who are entitled to school meals or universal free infant school meals.

7.3 Public Examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. There is no charge for examination resit(s) if the pupil is being prepared for the resit(s) at the school.

There is no charge for examinations that are not on the set list but have been arranged by the school.

7.4 Education provided during school hours (this does not include the break in the middle of the school day)

There is no charge for education workshops or activities during school hours (including the supply of any materials, books, instruments or other equipment)

7.5 Education provided outside school hours

There is no charge for education provided outside school hours if it is part of:

- The national curriculum
- Religious education

7.6 Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent

7.7 Transport

There is no charge for transport during school hours to school-organised activities.

- 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 body or local authority has arranged for pupils to be educated
- Transport provided in connection with an educational visit

7.8 Residential visits

There is no charge for:

- 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

8. Where charges can be made:

8.1 Below we set out what we can charge for:

- Books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before the charge)
- Optional extras (section 8.2)
- Music or vocal tuition (section 10)
- Certain Early Years provision
- Community facilities
- School meals (for those children who are not entitled to FSM or UIFSM)

8.2. Activities that take place outside of school hours (non-residential)

Charges may be made for non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

8.3 Optional Extras

The school will charge for optional extras. Optional extras are:

- Education provided outside of school time that is **not**:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Part of Religious Education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school

- Transport that is not taking the pupil to school or to other premises where the local authority or governing body 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)

The cost of optional extras

The Head Teacher will decide when it is necessary to charge for optional activities and the levels of charge will be set annually by the Head Teacher on the recommendations of the Resource Management Committee. The charges, when determined will be published on the school's website and appended to this policy.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally between the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 13).

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, where the tuition is an optional extra.

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.

8.4 Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the school activity will be the same as outlined in Section 7.8

Travelling time is included in time spent on the activity.

In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to

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

In this case the charging of the activity will be the same as outlined in **Section 7**.

9. Residential Activities

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations required that the school day is divided into two sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

When any trip is arranged parents will be notified of the policy for allocating places.

Our school will not charge for:

- 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 the syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Travel costs where the residential activity is classed as being within school hours.
- Residential activities that take place during school hours

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 13 for more guidance on remissions).

Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover these costs.

Activities

The school may charge for residential activities that fall outside of school hours (See Section 8.)

10. Music Tuition within school hours

The school follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

Charges will be made if the teaching is not an essential part of either the National Curriculum or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or sing. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

The school will not charge if the music tuition is part of the National Curriculum or public examination syllabus being followed by the student.

Shanklea Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be funded for pupils on free school meals.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

11. Extended services

The school is dedicated to providing a well-rounded and extensive education for our pupils which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- High quality learning opportunities either side of the school day
- Ways of intervening early when children are at risk of poor outcomes eg by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services).
- Ways of increasing pupil engagement
- Ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils

Our extended services include Breakfast and out of School Club which are charged per session to cover the cost of non-teaching staff and activities.

Pre-School and Squirrels

The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

12. Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and will be dependent on the situation.

13. Remissions and concessions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right-hand column of the table in Section 16. Criteria for qualification for remission are given below.

Category A

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- 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 HM Revenue and Customs) does not exceed £16,190.
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit) Income related employment and support allowance
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Additional categories of parents may claim help with some costs in some circumstances.

Children of families who receive the above payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher and/or Chair of Governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils and this will be determined by the governing body and headteacher.

14. Voluntary Contributions

The governing body may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

15. Inability or unwillingness to pay

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

16. Charging Summary

The following is a form of words that could help to explain to parents and carers what may or may not be charged for.

Charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made. Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per pupil) of provision.

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay, wood model for keepsake and to cover cost of wood and materials	Yes
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Yes
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Swimming	Charges made for specialised teacher instruction Y3-Y6	Yes
Visits in support of the curriculum which are desirable but not essential	Viability depends upon the level of voluntary financial support received from parents	Yes

17. Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead.
- we have established a system for parents to pay in instalments.
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection

18. Arrangements for monitoring and evaluation

The Resource Management Committee of the Governing Body will monitor the impact of this policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

