

Elm Park Primary School Charging and Remissions Policy



'Aspiring to be the best we can be!'

Policy type	Statutory
Statutory compliance with	Advice from DfE on charging for school activities/ The Education Act; sections 449-462
Responsible (author)	HT
Consulted	School Business Manager
Informed	All staff/governors
Review Frequency	Annually
Next Review Date	22/05/2019
Approved by/when	Full GB/22/05/18

1 Introduction

To be read in conjunction with the following:

- After School Club Policy
- Educational Visits Policy
- Finance Policy

2 Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our service, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. In the development of this policy, the school has considered its impact with regard to equalities legislation.

3 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

4 Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

5 Roles and responsibilities

The governing board

The governing board 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.

In our school, responsibility for approving the charging and remissions policy is the duty of the full governing board.

The headteacher

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

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.

Parents

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

6 Where charges cannot be made

Below we set out **what the school cannot charge for:**

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

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

7 Where charges can be made

Below we set out **what the school can charge for.**

Education

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- 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

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.

8 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:

- Sports activities
- Curriculum enrichment opportunities
- Ingredients/equipment/materials
- Travel for educational visits

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.

9 This school charges for:

- Swimming hats
- Water bottles
- School regulation PE tops

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For regular activities, the charges for each activity will be determined by the governing board and reviewed in May each year. Parents will be informed of the charges for the coming year in June each year.

Parental permission will be obtained via a letter about the visit, which contains a reply slip with a space for a parental signature and also a section on meeting the costs of the visit, the essence of which is contained in the following example:

'The cost of this trip is as follows: Coach £..... per child, Colchester Zoo £..... per child and insurance £..... per child. The total amount per child to cover all costs is £..... Please note that if payments received are less than the total cost of the trip it will have to be cancelled.'

10 Remissions

In some circumstances the school may not charge for items or activities set out in sections 7 and 9 of this policy. The Governing Body will remit up to 50% of the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited, in confidence, for the remission of charges in part. Authorisation for such remission will be made by the Headteacher and will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will benefit from a 50% reduction in 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

11 The Freedom of Information Act and Charging

Members of the public have a statutory right to ask for information under the Freedom of Information Act. Naturally, no charge is made by the school for information sourced from the school's website.

For parents of prospective pupils, (including parents who wish information to help them decide if they wish their child to attend the school), single copies of all relevant and available information are provided free of charge. However, should a request for information involve a large amount of non-standard

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paperwork or duplication, the school reserves the right to charge 10p per sheet to cover duplication and administrative costs. When a member of the general public or a member of a professional body requests the information, then a standard charge will be made to cover duplication, postage and administrative costs. In all cases, where a cost is to be levied the purchaser will be informed of the cost and requested to pay the correct amount in advance, before the work is undertaken.

12 Monitoring arrangements

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

This policy will be reviewed by the headteacher annually. At every review, the policy will be approved by the governing board.