



Cramlington Village Primary School Charging and Remissions Policy

“Empowering everyone to achieve”

Policy Title	Charging and Remissions Policy
Policies that interrelate	Lettings Policy Debt Management and Recovery
Legal and Statutory documents linked	Advice from the Department for Education (DfE) on charging for school activities Education Act 1996, sections 449 - 462 Funding Agreement
Governor Committee responsibility	Finance & HR Committee
Date of last review	June 2020
Reviewer name and position	Finance & HR Committee
Date of next review	June 2021
Date approved by Governors	Xxx 2020
Audit file updated (date and name)	Xxx 2020

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of swimming, where a voluntary contribution is requested towards transport.

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 can be made

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 England. Academies are required to comply with this Act through their funding agreement.

Definitions

Charge a fee payable for specifically defined activities

Remission the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee, individual governor or the Principal.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the Charging and Remissions Policy has been delegated to the Finance and HR Committee.

The Principal

The Principal is responsible for ensuring staff are familiar with the Charging and Remissions Policy and that it is being applied consistently.

The Business and Finance Manager

The Business and Finance Manager monitors charges and remissions and ensures compliance with this policy.

Staff

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain the policy applies

Parents

Parents are expected to notify the Business and Finance Manager or the Principal of any concerns or queries regarding the Charging and Remissions Policy.

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
 - Religious education
- A syllabus for a prescribed public examinations that the pupil is being prepared for at the school
- 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 resit(s) if the pupil is being prepared for the resit(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 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
 - 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
 - Religious education
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out what the school can charge for.

- Education
 - Any materials, books, instruments or equipment, where the pupil's parent wishes him or her to own them
 - Optional extras (see below)
 - Music and vocal tuition, where the parent has requested the tuition
 - Certain early years provision, e.g. additional nursery hours that are not funded by the Nursery Education Grant
 - 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
- 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.

Voluntary contributions

As an exception to the above, we are able to ask parents for voluntary contributions to fund activities during school hours which would not otherwise

be possible.

If we do not receive sufficient voluntary contributions, we may need to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request via the School Office.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents.

This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- musical events
- visits to the beach
- cinema trips

Swimming

The school organises swimming lessons for all year groups across the school year. These take place in school time and are part of the National Curriculum. We ask for a voluntary contribution towards the cost of transport for this activity as funding received does not cover this. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

They are delivered by fully qualified staff and they will focus not only on swimming but also on developing confidence and enjoyment in the water, as well as learning how to stay safe.

Extended Services

Activities after school that are delivered by our staff team between 2.30 and 3.30 (for Key Stage 1) and 3.30 and 4.30 (for KS2) from Monday to Thursday will not usually be chargeable. However, we may ask for a contribution

towards materials.

For specialist activities that are delivered after school and where specially trained adults lead; these activities may be charged at the cost price. Parents will be given advance notice of these costs and will be asked to give signed consent for their child to take part in the activity.

Damage/Loss to property

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or other equipment on loan to children, the Principal 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.

Lettings

Where the school makes its facilities available to outside users, this will be done at a charge of at least the cost of providing the facilities. The scale of charges is determined annually by the Finance Committee and this forms part of our separate Lettings policy.

Other charges

The Principal, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services, e.g. photocopying.

Remissions

In some circumstances the school may not charge for items or activities as set out in this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

Remissions for residential visits

If the parent/carer of a pupil is in receipt of Income Support, Income Based Job Seekers Allowance, guaranteed element of state pension credit, support under part VI of the Immigration & Asylum Act 1999 or Child Tax Credit they can seek extra support towards any costs from school trips or outings.

This Policy will be reviewed annually by the Business and Finance Manager and Principal and approved by the Finance and HR Committee.

