

**ASHBURY MEADOW
PRIMARY SCHOOL**



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Policy for Charging and Remission

Date Written: January 2020

Reviewed and amended Date: 8th January, 2024 N. Long

This policy was approved by Governors on: 18.1.24

Next review date: January, 2025

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

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.

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 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.

- Headteacher

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

- Staff

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

- Parents

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

Where charges cannot be made

Below we set out what we **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

Transport provided in connection with an educational visit

● **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

Where charges can be made

Below we set out what we **can** charge for:

● **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

● **Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 or 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, 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**

Schools 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

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, residential visits or sports activities

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 may be cancelled.

Activities we charge for

The school will charge for the following activities:

Breakfast Club

Remissions

In some circumstances the school may not charge for items or activities set out in this policy. This 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 any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

Income Support

Income-based Jobseeker's Allowance

Income-related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

The guaranteed element of Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income 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)

Universal Credit

Children for whom the school receives Pupil Premium funding

Children who are under care of the Local Authority will also be exempt from paying the cost of board and lodging for residential visits.

Other 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 at the beginning of the school year so that parents can plan ahead

We have established a system for parents to pay in instalments for larger payments, such as a residential

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

Related Policies:

Equality Policy

School Accessibility Plan

Special Educational Needs Policy

Educational Visit Policy