

Charging and Remissions Policy

This policy is available to parents and prospective parents on the school's website and by request from the School Office. If you require a copy of this document in large print or audio format, please contact the School Office.

Policy Review Schedule

Policy	TPA Charging and Remissions Policy
Review schedule	Every 3 Years
Statutory Policy	Yes
Policy owner	Principal
Lead Reviewer	Principal
Approver and date of last approval	Operations Committee, February 2023
Key review dates	Changes made
13/05/2015	Written
01/05/2018	Updated from Financial Handbook
06/01/2020	No changes
10/10/2022	No changes

Introduction

The purpose of the policy is to ensure that there is clarity over those items, which the school will provide free of charge and for those items where there may be a charge. During the school day (8.30am – 4.00pm) all activities that are a necessary part of the National Curriculum will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual pupil or groups of up to four pupils to play a musical instrument.

This policy is linked to our Equality Policy.

This policy makes reference to DfE guidance 'Charging for School Activities', Sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in "A Guide to the Law for School Governors" (Chapter 23).

Responsibilities

The Principal will ensure:

- staff are familiar with and correctly apply the procedures set out in this policy;
- the Multi-Academy Trust Director of Finance is advised of any proposed changes to policy;
- changes in legislation and guidance are promptly incorporated into this policy;
- parents / carers are able to discuss charges and remissions with the Office Manager in private and in confidence.

Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the School and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination for which the pupil is being prepared at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the National Curriculum or a public examination syllabus being followed by the pupil or the first access to the KS2 Programme of Instrumental and Vocal Tuition (Wider Opportunities);
- instrumental and vocal tuition for children in care;
- a non-residential activity that happens partly inside the school day and partly outside of it.

Chargeable activities

The School may recover the full costs of the following activities which may be provided directly or through commissioned services but charges will not exceed actual cost:

- educational or other activities provided wholly or mainly outside school hours which are not:
(a) part of the National Curriculum (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at School or (c) part of religious education;
- board and lodgings on residential visits (subject to remission arrangements). Where a parent / carer withdraws a child from a residential visit, after a place has been reserved, he / she will be liable for the full cost of the residential visit;
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours;

- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents / carers.

Voluntary contributions

The School may ask for voluntary contributions towards the cost of school-time activities to assist with funding, subject to the following conditions:

- parents will be informed at the outset that there is no obligation to pay for a particular activity;
- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled;
- details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Whenever possible, the school will give sufficient notice to allow parents / carers to pay by installments.

Optional Extras

Activities outside of normal lesson times and not within the National Curriculum (for example, visits abroad, school matches and other similar activities) are classed as 'optional extras'. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money, but the cost may be necessarily reasonably high. It is intended that school-based extra-curricular activities should be free or very low cost. The School will do its best to offer assistance or remission of charges in any case where there is hardship.

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

Activities and Visits

Parents will be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions.

Refunds

Charges and contributions should cover the anticipated costs. If contributions from an activity exceed the actual cost, the School will refund surpluses of £3 or more per pupil where the charge for the activity is under £100; and £5 or more per pupil where the charge for the activity is £100 or more. Any surplus of less than £3 per student, where the charge for the activity is under £100 and less than £5 per pupil where the charge for the activity is £100 or more will be retained in the School

Fund for use with other activities. A charge may include an allowance for the cost of staff from the School who supervise optional extra activities if those staff have been specifically asked to cover the activity as an 'optional extra'.

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Cancellations of optional extra sessions

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Principal basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Principal. Note: late payment may incur additional charges (see Important Note and Late Payment Charges below).

Remissions

Pupils whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other pupils:

- Income Support (IS);
- Income Based Jobseekers' Allowance (IBJSA);
- 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 the limit set by HMRC;
- the guarantee element of State Pension Credit;
- any similar income related employment and support allowances introduced by the Government.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Residential courses

We offer residential courses to pupils in Key Stage 2. For residential courses during the time of normal school hours, parents will be informed about costs and how they have been calculated and asked to meet the full cost of board and lodging and make a voluntary contribution towards any travel expenses. The school will meet the costs for students whose parents receive the income support benefits, where it is still possible for the visit to go ahead. The School will do its best to offer assistance and remissions in any case where there is hardship.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small-group (up to 4 pupils) music tuition, since this is an additional curriculum activity, and not part of the National Curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We make a charge for these lessons. We give parents information about additional music tuition at the start of each academic year.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We, therefore, make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part.

School milk and meals

All children under the age of 5 are entitled to free school milk. We use the Cool Milk scheme to supply this service. Parents and carers who wish to continue this provision after the age of 5 will be able to register with the scheme and to pay Cool Milk directly.

All children from Reception to the end of Year 2 are entitled to a free school meal. Parents and carers of pupils in Years 3-6 will be provided with details of school meal costs, methods to pay and the Free School Meals (FSM) entitlement.

Wrap around care

We provide breakfast club from 7.45am until drop off time for school starts at 8.30am. A light breakfast (cereal and toast) is included. Parents will be charged for use of this service.

Our afterschool care is provided by Energy Kidz and runs from 3:30pm - 6pm. A light tea is included. Parents will be charged for use of this service.

Malicious damage

Where it can be proved that a child or group of children have caused damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused. This can include damage to reading books and other equipment children may take home.

Invoicing and payment procedures

An invoice for any additional sessions will be sent to parents/carers monthly in advance. Where immediate payment of the invoice may cause hardship, parents are advised to contact the Principal in writing upon receipt of invoice. The school will do its best to assist with payment arrangements basing individual requests on their own merit. Late payment may incur additional charges and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

Monitoring and evaluation

This effectiveness of this policy will be monitored by the Principal through numbers of parental enquiries, views expressed at PTA and Parent Forum meetings and feedback from the School Visits Coordinator. The policy will be adjusted in line with new Government recommendations and legislation or if changes are made within school. Changes to the policy will be discussed with the Multi-Academy Trust Financial Director before they are implemented.