



Charging and Remissions Policy

Approved by:	Governing Body	Date: February 2024
Next review due by:	September 2025	

CHARGING AND REMISSIONS POLICY

Introduction

The Governors of Kington Primary School recognise the support of parents and guardians to the school's activities and events. 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 individuals or group music tuition. However, there may be some occasions where it is necessary to make a small charge to cover additional costs in order to provide curriculum enhancement.

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 and will not be made.
- Offer a range of activities and visits while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

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 to 462, which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

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 policy, but can delegate this to a committee, an individual governor or the headteacher. The governing body 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)

Educations 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 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 body 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 prepared for that examination at the school.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid a 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 not 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Visits to museums
- Sporting activities which require transport expenses;
- Outdoor adventure activities
- Visits to the theatre
- School trips abroad
- Musical events
- Key Stage 1 Swimming

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:
 - a) The National Curriculum
 - b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) Religious education

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
- 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 at school

Transport (other than transport that is required to take 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 nursery lunch club, breakfast clubs, after-school clubs)

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 costs of buildings and accommodation
- Support 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

As an exception to the requirements set out the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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.

However, if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for:

The school can charge for the following activities:

- Any hours that children attend our Nursery setting that are not funded by Nursey Education Funding (NEF)
- After school activities
- Breakfast clubs

For regular activities, the charges will be determined by the governing body and reviewed each year. Parents will be informed of the charges in light of any changes.

Voluntary Contributions

Headteachers or governing bodies may ask parents for a voluntary contribution towards to cost of:

- Any activity which takes place during school hours
- School equipment
- School funds generally

If an activity/trip is directly linked to the National Curriculum and within school hours the school will generally meet the cost of the activity but may request that parents and others make voluntary contributions where these costs would stretch the resources of the school.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may 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 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.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses

- outdoor adventure activities
- visits to the theatre
- musical events

Residential visits

Residential visits take place mainly in school time and are an opportunity to develop social and emotional and physical skills in a unique setting. The school always seeks best value for money and where possible, school funds, fundraising and grants and donations are used to help cover the costs. Parents are asked to provide the funds to cover board and lodging and transport which the governing body are permitted to charge parents for. The cost of board and lodging on non-chargeable residential trips will be remitted for parents who are in receipt of certain benefits on request. No child will be excluded from such an activity because they cannot pay the cost.

Music

All children study music as part of the normal school curriculum. We do not charge for this. Peripatetic teachers offer individual and small group music lessons on a choice of instruments. Parents pay the teachers directly for the lessons. Instruments can be hired from the music service. Private individual music tuition is offered and those in receipt of Pupil Premium are able to access this free of charge.

Swimming

The school organises swimming lessons for all children in Key Stage 1 and Key Stage 2.

Key Stage 2 swimming lessons take place in school time and are part of the National Curriculum. We make no charge for this activity but do ask for voluntary contributions towards travel expenses.

We inform parents when these lessons are to take place and we ask for written permission for their child to take part.

Key Stage 1 swimming is an 'optional extra'

School Minibus

We normally charge children if they are transported in the minibus to an extra-curricular activity. However, we use these charges only to cover the expenses of the trip and not to make a profit.

Extended Services

We are pleased to be able to offer a rich and varied menu of activities. In order for these activities to remain sustainable, we ask parents to contribute to the cost and pay half termly in advance. Individual cases will be considered. Each activity will be considered in its own merit and may be withdrawn if costs are not met.

Products made in School

The school sometimes makes a charge for the cost of materials, ingredients or equipment where pupils have indicated that they wish to own the finished product.

Damage to Property

The school will make a charge to cover the cost of repairs or of replacing defaced, damaged or lost property where this is a result of pupil's inappropriate behaviour.

Remissions

In some circumstances, the school may not charge/fully charge for activities for parents who can prove that they are in receipt of the following benefits:

- 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
- Childs Tax Credit – provided you are not entitled to Working Tax Credit and have an annual gross income of no more that £16,190
- Working Tax run on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you can apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Or if the child is in receipt of Pupil Premium funding:

This does not apply to Damage of Property