

Littleport Community Primary School and Preschool



Littleport Community
Preschool



Charging and Remissions Policy

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Signed:

Chair of Governors / Chair of Resources Committee

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1. 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

2. Legislation and guidance

This Policy is based on advice from the Department for Education (DfE) contained in [Charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

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

4. Roles and responsibilities

4.1 The governing body

The governing body 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 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 Resources Committee.

In our School, monitoring the implementation of this Policy has also been delegated to the Resources Committee.

4.2 The Headteacher

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

4.3 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.

4.4 Parents/**carers**

Parents/**carers** are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

5. Where charges cannot be made

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

5.1 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
- Currently, School hours are between 8:45 and 15:15.

5.2 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

5.3 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

6. Where charges can be made

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

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes them to own the item
- Optional extras (see 6.2)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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 and 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 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.

6.3 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

6.4 Residential visits

The School may charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

7. 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:

School trips / sports activities / visiting theatre groups / visiting experiences or encounters.

If the activity cannot be funded without voluntary contributions, the School should make this clear to parents at the outset.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity for which a voluntary contribution has been requested if their parents/carers 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.

8. Activities and services this School charges for

The School will charge for the following:

- **Breakfast Club** - The charges reflect the running costs of the facilities, resources, insurance, staffing and sustenance for the children. The School does not offer a reduced rate for families in receipt of free school meals but will offer an allowance in exceptional circumstances at the Headteacher's discretion. The School does accept childcare vouchers.
- **Damaged or Lost School Property** - Where School property has been wilfully damaged by a pupil or parent/carer the School may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a pupil, and the School has been charged, the School may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation.
- **Disbursement costs** – Where parents/carers have requested hard copies of information from the School, there will be a charge based on the actual cost incurred by the School as set out in the School's Published Guide to Information. There is also a charge for posting this information which must be received before the item is sent.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year in April each year or sooner if unforeseen circumstances result in changes to charges.

9. Remissions

In some circumstances the School may not charge for items or activities set out in sections 6 and 8 of this Policy. This will be at the discretion of the governing board and will depend on the activity in question. Contact the Headteacher in confidence if you wish to discuss the matter.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the full cost of 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 you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you 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)

10. Monitoring arrangements

The Headteacher and Finance Manager monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the Headteacher and Finance Manager every year. At every review, the policy will be approved by the Resources Committee.