

# Ashford CE Primary School



## Charging and Remissions Policy

**Updated Policy: February 2023**

Signed: \_\_\_\_\_ P Wells \_\_\_\_\_

**Approved by FGB: 23.2.2023**

Chair of Governors

# Charging and Remissions Policy

## Our School Vision

We are a caring Christian community where everyone adopts an “I can” attitude; everyone feels valued, safe and loved by God. We celebrate our God-given individuality, achievements and talents and we aspire, with God’s help, to become the best that we can be. We believe that each one of us has the ability to achieve our highest potential, living and learning in the fullness of God.

I can do all things through Christ who gives me strength.

*Philippians 4v13*

At Ashford Church of England Primary School, we believe that all children are entitled to equal access to learning in accordance with their needs. Where education is provided in maintained schools wholly or mainly during school hours, it should legally be free of charge. Therefore, it is not possible to levy compulsory charges for activities which take place wholly or mainly during school hours.

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

## 2. 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 of which set out the law on charging for school activities in England.

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

## 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 and monitoring the charging and remissions policy.

### **4.2 Executive Headteacher/Head of School**

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

### **4.3 Staff**

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the Executive Headteacher/HOS of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

### **4.4 Parents**

Parents are expected to notify staff or the Executive Headteacher/HOS of any concerns or queries regarding the charging and remissions policy.

## **5. Where charges cannot be made**

Below we set out what we **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
  - 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

### **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
- Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## **6. Where charges can be made**

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

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

### **6.2 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
- Religious education
- 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, 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. This cost is calculated at the time of booking and based on the quotes available and assumes all pupils in the designated group will take part. (See School Fund Policy for more information)
- 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**

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

### **6.4 Residential visits**

We can 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 which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

- School Trips

- Visiting workshops or events such as theatre visits, authors etc
- Contributions to enable “WOW” events to take place

**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 will be cancelled.

## **8. Activities we charge for**

The school will charge for the following activities:

- after-school and sports clubs and choir.

Parents will be informed of the charges for the coming term in the clubs booklet. However, the school may offer places on clubs either subsidised or free of charge where there is a specific need or as part of our Pupil Premium strategy.

## **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.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of any benefits which mean that a pupils is eligible for Free School Meals will be exempt from paying the cost of board and lodging for residential visits.

Where a parent's eligibility for benefits, after initial request for a place on the residential visit, the school will review the charge prior to the visit taking place. A refund may not be possible on instalments paid to the date of change of eligibility but a reduction may be possible for any remaining instalments.

## **10. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by every annually as part of the review of Governors' School Financial Value Statement review.

In addition to the above policy statements the Governing Body will be guided by regulations and advice on Charging and Remissions contained in the latest edition of the Finance Manual for schools issued by Surrey County Council. This includes guidance on charging in kind for expenses related

to school activities such as pottery and cooking where pupils have ownership of a finished product. The manual also covers charging for damage to school premises or resources.

Queries from parents about how any aspect of our charging and remissions policy operates in particular cases should be referred to the Executive Headteacher/HOS or School Business Manager.