

Blanford Mere Nursery & Primary School



Charging & Remissions Policy

Date adopted by governors
20 th November 2017
Reviewed
1st November 2021
Next Review
November 2024

Charging & Remissions Policy

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) 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 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 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. In our school, responsibility for approving the charging and remissions policy has been delegated to The Resources and General Purposes Committee. In our school, this committee also monitors the implementation of this policy.

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

Parents 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

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.

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 wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

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 – costs associated with visits out of school to enhance the curriculum, for example, transport.
- 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, 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.
- 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

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

When the school organises a residential visit in which pupils have the opportunity to participate if they so wish, and where the aim is to provide education over and above that directly related to the National Curriculum, we do have to request a contribution for expenses incurred (to cover the costs of board and lodgings, travel, insurance, cover supervision costs, instructions etc).

Parents who have genuine difficulties meeting the costs are asked to discuss the situation with the Headteacher.

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:

For example: school trips, sports activities, cultural visits, theatre visits etc. 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.

NB: If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a trip goes ahead, it may include children whose parents have not paid a contribution. 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 allow the child to participate fully in the trip or activity. No profit can be made from organised trips, therefore we are only able to request a contribution equivalent to the fee per pupil.

Sometimes the school may pay additional costs from its own funds/fundraising activities in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

8. ACTIVITIES THIS SCHOOL CHARGES FOR

The school will charge for the following activities:

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses e.g. Transport fees for swimming lessons
- outdoor adventure activities
- visits to the theatre
- school trips
- Some visitors to enhance the curriculum further, rather than an external visit E.g. Roman Day
- Extra-Curricular Clubs
- Sports Clubs
- Sporting events
- The school also charges for Child Care Clubs e.g. breakfast, after-school, wrap around care in Nursery.

The charges for Child Care clubs and Extra-Curricular Activities will be determined by the governing board and reviewed in the summer term each year. Parents will be informed of the charges for the coming year in July each year.

8.1 Swimming

The school organises swimming lessons for all children in Year 3. We also provide 'top up' swimming sessions for those children in KS2 who have not met the expected distance of 25m. These take place in school time and are part of the National Curriculum. We make no charge for this activity; however we do request a voluntary contribution each term towards the cost of coach travel. We inform parents when these lessons are to take place before the beginning of each term and request the contribution to be paid in advance.

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 the following benefits will be exempt from paying the full cost of board and lodging for residential visits:

- Universal credit in prescribed circumstances
- Income Support
Income Based Jobseekers Allowance
- 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 £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008
- For a pupil who is looked after by a local authority

10. Photocopies

Photocopies requested under the 'Freedom of the Information Act 2000' will be provided as charges listed below:

- A4 per mono copy £0.05
- A3 per mono copy £0.10
- A4 per colour copy £0.10
- A3 per colour copy £0.20

11. BANK CHARGES

If a cheque is returned to the school due to insufficient funds, the school may pass on any charges incurred from the bank to the parent/carer who authorised the cheque.

12. LOST BOOKS/RESOURCES

If a book is lost by a pupil, or an item damaged, it may be necessary to request reimbursement from parents to cover the cost of replacements.

13. REFUNDS FOR EXTENDED SERVICES

If the school have to cancel the activity for any reason (e.g. strike); a full refund will be given for the missed session or the amount carried forward. Refunds are not given if a pupil is absent due to illness/holidays or for any other personal circumstance.

14. MONITORING ARRANGEMENTS

The Head teacher, Mrs. Miller monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed by The Resources and General Purposes Committee every three years. At every review, the policy will be approved by The Resources and General Purposes Committee.