



## Stoke by Nayland Cof E Primary School

### Policy for Charging and Remissions

#### **Introduction:**

The Local Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Local Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the School and as additional optional activities.

#### **School Vision**

"Apply your heart to discipline, and your ears to the words of knowledge" – *Proverbs 23:12*

At Stoke by Nayland, we educate the whole child - their heart and mind. Our children become learners for life through the rich curriculum we provide that builds on the talents of every individual to ensure they reach their full potential, as God intended.

In the context of the Charging and Remissions Policy, the primary messages of the school's vision are that we must devise a policy that is fair and apply it consistently, so that the school is inclusive and all children are able to flourish.

#### **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
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- Apply the Charging and Remissions Policy in the context of our caring ethos and Christian vision and values.

#### **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, of which sections 449-462 set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement.

### **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 Local Governing Body**

The Local 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 Local Governing Body also has overall responsibility for monitoring the implementation of this policy.

#### **4.2 The Headteacher**

The Headteacher is responsible for ensuring staff are familiar with this policy, and that it is being applied consistently.

- Decide whether charges should be made in the event of damage to or loss of property;
- Determine the amount parents will be charged for activities such as clubs and 'wraparound' care;
- Decide whether or not financial assistance can be granted to parents, either through subsidising costs or not charging for activities;
- Decide whether an activity must be cancelled due to insufficient voluntary contributions

#### **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 as necessary.

#### **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 Local 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 been prepared for that examination at the school
- Transport provided in curriculum 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 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
- 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/Local 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 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.

## 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 and educational visits
- Sports activities, such as matches, festivals or tournaments involving other schools
- Residential trips

**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 this school charges for

The Local Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school:

- Activities outside the normal school day (*including residential*).
- Musical instrument and vocal tuition, providing the tuition is provided at the request of the pupil's parent.
- Nursery Lunch Club or Breakfast Clubs.
- Some Friends of the School activities, e.g. discos.

- Visiting professionals, e.g. a visiting theatre group.
- Extra curricular clubs, e.g. Football, Dance, Gymnastics (“Optional Extras”).

For regular activities, the charges for each activity will be determined by the Headteacher and reviewed when setting the annual budget in the summer term each year. The school reserves the right to alter charges if there are unforeseen, unexpected changes to the costs incurred, for example due to renegotiated contracts with suppliers. Parents will be informed of the charges if and when any changes are made.

### 8.1 Nursery

School Nursery provision includes:

- 15 hours of free ‘universal’ provision (**9:00am – midday each school day**) for all children at no charge;
- Total of 30 hours of free Nursery provision, comprising 15 hours of free ‘universal’ provision (9:00am – midday each school day) PLUS 15 additional hours for those whose parents qualify for the free 30- hour childcare entitlement (12:30pm – 3:30pm each school day);
- Total of 30 hours of Nursery provision, comprising 15 hours of free ‘universal’ provision (9:00am – midday each school day) **PLUS 15 hours of paid provision (charged by the hour) for parents who do not qualify for free 30-hour childcare entitlement** (12:30pm – 3:30pm each school day). This gives parents who do not qualify the option of sending their child to school Nursery for the full day.

Further information about eligibility for the 30-hour childcare entitlement can be found at <https://www.gov.uk/30-hours-free-childcare>.

Government funding is intended to deliver 15 or 30 hours of funded, high quality flexible childcare. It is not intended to cover the costs of meals, other consumables, additional hours or additional activities. The funding is to support the hours of early years provision. Therefore, we do make additional charges to cover extra provision, such as afternoon snacks and lunch supervision.

### 9. Activities that take place *partly* during school hours, on or off site

Stoke by Nayland C of E Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it may be cancelled. Pupils will not be excluded on the basis of finances from any activity that goes ahead.

Each financial year, when setting the annual budget, the school allows for a fund to enable families in financial difficulty to send their children on trips and access activities. The funding is limited and there is no guarantee that all requests can be met. If the full cost of the trip or activity cannot be met through this funding and voluntary contributions, the trip or activity may be cancelled. The school may agree to subsidise

costs from the school budget or seek external funding to try to ensure an activity goes ahead before making the decision to cancel.

Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

Parents should contact the school office if they wish to discuss charges or request financial assistance. Decision about whether charges should be remitted or subsidised lie with the Headteacher.

The identity of the child or parents who are seeking assistance with charges will not be disclosed to other parents under any circumstances.

## **10. Remissions**

With all activities, consideration will be given to those who may not be able to contribute financially to such activities as noted above. Pupils should not be excluded from an activity or "Optional Extra" due to financial considerations.

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 Headteacher or Local Governing Body, and will depend on the activity in question.

### **10.1 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:

- 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)

The Local Governing Body will seek to support an application for a grant to cover the cost of board and lodgings for any residential activity that it organises. In other circumstances, there may be cases of family hardship that make it difficult for pupils to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Headteacher will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation for remissions will be made by the Headteacher in consultation with the Chair of Governors, the remission coming from contingency funds.

*The Headteacher and Chair of Governors reserve the right to cancel activities or visits where voluntary contributions are insufficient to make such activities viable.*

*Notes:*

The Headteacher and / or the Local Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

## **11. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Local Governing Body annually. At every review, the policy will be approved by the Finance Committee.

## **12. Damages**

Where school property has been willfully or recklessly damaged or lost by a pupil or parent, 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 charges will be made will be decided by the headteacher and dependent on the situation.

## **13. School Meals**

There is no charge for children who are entitled to free school meals or 'universal' infant free school meals. Pupils who are not entitled to free school meals will be charged a set amount per meal agreed with the school's catering provider. Any changes to the charge for school meals will be communicated to parents at the earliest opportunity