**Swain House Primary School**

**Charging and Remissions Policy**



**September 2023**

**This policy will be reviewed in September 2024**

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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 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](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), 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](https://www.gov.uk/government/publications/statutory-policies-for-schools-and-academy-trusts/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 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 Governing Body.

In our school, monitoring the implementation of this policy has been delegated to the Finance Governors.

**4.2 Headteachers**

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**

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 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 Headteacher 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
* 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 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 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, 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
* 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, 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(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 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

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**

Schools cannot charge for:

* 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
* supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Schools can charge for:

* board and lodging and the charge must not exceed the actual cost

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging. The list of benefits to which this applies can be found here - <https://www.gov.uk/apply-free-school-meals>

Where school organises a residential visit, we subsidise the cost of the visit for all pupils.

**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:

* Educational visits
* Sports activities
* Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupil’s behaviour
* Visits to school any professionals eg. Authors, story tellers, musicians, dancers, artists etc which are not part of the school curriculum or are outside of the school day
* Damage to school books (reading scheme)

**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:

* Before and After school Clubs (Breakfast Club, After School Club, Extra Club). Charges for these activities are based on the cost of food, resources, staffing contributions, building and insurance costs
* Milk - All pupils in Foundation Stage, Key Stage 1 and Lower Key Stage 2 have the option to have milk on a daily basis. This is offered free of charge for all pupils in Nursery. Pupils in Reception and Key Stage 1 who are eligible for free school meals are also offered milk free of charge. All other pupils in Reception and Key Stage 1 who do not qualify for free school meals will be charged on a termly basis, if they choose to have milk. Milk is charged at £10 per term. Pupils in Reception that are not eligible for free milk will have to pay for their milk the term after their 5th birthday. All children in Lower Key Stage 2 who choose to have milk will be charged on a termly basis. No administration fees are applied to the cost.
* Holiday Activities - Activities organised during the school holidays are optional and parents/carers will be expected to pay the full cost of any activity their children choose to take part in. Some clubs are organised using funding provided to school for specific families. These families will be notified and there will be no charge for the clubs
* Extra-Curricular Clubs - The school offers a range of after school activities such as football, dance, film, board games, gardening and many other activities. These clubs are free, unless additional costs are incurred, which may result in a small charge to parents.

**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 Body and will depend on the activity in question.

Every effort is made to minisise charges to parents. Where school organises a residential visit, we subsidise the cost of the visit for all pupils. The school will also set aside funds to enable parents in financial difficulty to send their children on visits, activities and residentials. The funding will be limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip, activity or residential cannot be met through assistance funding and voluntary contributions, then it will be cancelled.

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 State Pension Credit
* Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
* Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
* Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact the Pastoral Team via the school office - 01274 639049

**10. Monitoring arrangements**

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

This policy will be reviewed by the Governing Body annually.

At every review, the policy will be approved by the Headteacher and Governing Bod