

# Coopers Lane Primary School



## Charging and Remissions Policy

Author/ Checked:	A Mehmet/ D Monkhouse	Date: March 2024
Approved by:	Governing Body	Date: March 2024
Issue date:	March 2024	Next Review due by: March 2025

# A Coopers Lane Learner...



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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) 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

### The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

The Governing body will review the policy annually

## 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 body or local authority has arranged for pupils to be educated

## 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)
- Instrumental and vocal tuition that is extra-curricular (see 6.4)
- Certain early years provision – Nursery additional hour

### 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 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, and after school tea club)
- Travel costs for annual school trip, for example to Broadstairs

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 Children not collected outside of the school day**

A charge will be made for childcare for any child not collected by 3:30pm, Monday – Friday. This charge will be for the member of staff who provides the care. A charge will also be made for late pick up from after school tea club for children collected after 6pm Mon-Fri.

### **6.4 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

### **6.5 Residential visits**

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

### **6.6 Malicious Damage**

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Where it can be proved that a child or group of children have caused damage to the school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

## 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
- Workshops

**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 our school charges for

The school will charge for the following activities:

- Breakfast Club
- After school Tea Club

For regular activities, the charges for each activity will be determined by the governing body and reviewed in April each year. Parents will be informed of the charges for the coming year in May each year.

## 9. Payment and Refunds of clubs and tuition

All clubs or tuition fees must be paid fully and in advance of the start of the club.

- Non-payment by the start date will lead to loss of the place
- If a child is unable to attend an activity for any reason any contribution made will not be refundable as the school will still have to pay the cost of that child's attendance at the activity
- Refunds will not be offered for absences, school visits or changed minds/changed child care arrangements.
- Refunds will only be given if a child is required by the school to leave a club or to discontinue their tuition

## 10. 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.

### **10.1 Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income-based: income support or jobseeker's allowance (not eligible if on contribution based jobseeker's allowance)
- income-related: employment support allowance (not eligible if on contribution based employment support allowance)
- universal credit
- income support
- the guaranteed element of state pension credit
- support under Part VI of the Immigration and Asylum Act 1999

child tax credit only

### **11. Monitoring arrangements**

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

This policy will be reviewed by the School Business Manager every year. At every review, the policy will be approved by the Governing body and the Head Teacher.

**END OF DOCUMENT**