

# *Longlands Primary School*

## *Charging and Remissions Policy*



*Last reviewed on:* 01/2023

*Next review due by:* 01/2027



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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](#) 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 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 Head Teacher.

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 Tom Baines the Head Teacher.

Monitoring the implementation of this policy has been delegated to the Resources Committee of the governing body.

### **4.2 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.

### **4.3 Staff**

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher 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/Carers**

Parents/carers are expected to notify staff or the Head Teacher 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/carers through the peripatetic teaching programme offered by the school.
- Entry for a prescribed public examination if the pupil has been prepared for it 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 outside school hours if it is part of:
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

## **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/carers wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition provided by peripatetic music specialists
- 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
- 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 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/carers 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/carers 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/carer.

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
- 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/carers to fund activities during school hours which would not otherwise be possible.

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

Theatre groups and other events to enhance the curriculum which we would not otherwise be able to fund.

Swimming: Teaching swimming is part of the national curriculum; however the school is not given any additional funding to pay for the hire of the swimming pool and the instructors. Therefore, we ask parents/carers for a voluntary contribution to support the school's commitment to high quality swimming teaching for our children.

**There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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 school will charge for the following activities:

Wraparound Care Provision

School Trips (voluntary contribution)

Residential Visits

Sporting activities provided by external providers

Swimming (voluntary contribution)

Extra-curricular clubs.



## **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 Head Teacher and/or Governing Body and will depend on the activity in question.*

### *9.1 Remissions for residential visits*

*The school will apply for bursaries on behalf of parents/carers who are in receipt of any of the benefits listed below.*

*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)*

*Additionally, those who communicate to the school that they are experiencing financial hardship will be considered on a case-by case basis.*

## **10. Monitoring arrangements**

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

*This policy will be reviewed by the Resources Committee of the Governing Body every 4 years, at every review, the policy will be approved by the Resources Committee and the Head Teacher.*