

Chapelford Village Primary School



Charging and Remissions Policy

DOCUMENT STATUS

Version	Date	Action
1	Spring 2011	New Policy
2	Autumn 2015	Updated Policy
2	Autumn 2016	Policy reviewed
2	Autumn 2017	Policy reviewed
3	Spring 2018	Policy updated
4	Autumn 2019	Policy updated
5	Autumn 2020	Policy updated
6	Spring 2022	Policy Updated

Aims

At Chapelford Village Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

Therefore we aim 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

Legislation and guidance:

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The local 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.

The headteacher

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

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.

Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

1	Admissions	No charge will be made for admission.
2	School meals	<p>No charge will be made for pupils entitled to free school meals.</p> <p>We will charge all pupils not entitled to free school meals an amount determined by the local authority school meals contractor.</p>
3	Activities for pupils that take place during school hours ('School hours' are those when school is actually in session and do not include the break in the middle of the school day)	<p>No charge will be made for activities provided during school hours</p> <p>No charge will be made for swimming lessons as these take place in school time and are part of the National Curriculum. A voluntary contribution will be requested towards transport costs during school hours e.g. to swimming.</p> <p>A charge may be made to cover the cost of ingredients or materials where parents/guardians have indicated in advance that they wish to own the finished product.</p> <p>Parental contributions to cover the cost of educational visits (Learning Outside the Classroom), including activities and travel are requested. Planned visits may not go ahead if parents are unwilling to contribute.</p>
4	Activities for pupils that take place outside school hours (non-residential)	<p>No charge will be made for an activity that takes place outside school hours when it is:</p> <ul style="list-style-type: none"> a) a necessary part of the curriculum b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school c) part of the school's basic curriculum for religious education <p>Optional extras We may charge for some other activities that take place outside school hours. The Headteacher will decide which activities we make a charge for. The levels of charge (including any remissions) will be set on the recommendation of the Headteacher and the Governing Body.</p> <p>Where we make a charge, the total collected will not exceed the cost of providing the activity and no parent will be asked to subsidise the cost to other pupils by paying more than an amount equal to the total cost of the activity divided by the number of pupils participating.</p> <p>Costs we can legally recover are as follows:</p> <ul style="list-style-type: none"> a) teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra b) non-teaching staff

		<p>c) any materials, books, instruments or equipment provided in connection with the optional extra</p> <p>d) transport to an activity outside school hours</p>
5	Activities that take place partly during school hours either on or off site (non-residential).	<p>Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within school hours, and will apply the same criteria to charging as set out in section 4.</p> <p>If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours, and will apply the same criteria to charging as set out in section 4.</p>
6	Residentials	<p>At Chapelford Village Primary School, Key Stage 1 & 2 classes attend voluntary activity residentials. Parental contributions to cover the cost of the voluntary activity residential visits, including board, lodging, activities and travel are requested. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.</p> <p>Planned voluntary activity residential visits may not go ahead if parents are unwilling to contribute.</p> <p>We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.</p>
7	Music tuition within school hours	<p>No charge will be made if the music tuition is an essential part of the national curriculum or a public examination syllabus being followed by the pupil (including instrument hire, music books etc).</p> <p>No charge will be made for instrumental and vocal tuition within school hours for children in care (including instrument hire, music books etc).</p>
8	Optional Extras	<p>Charges can be made for:-</p> <p>Community facilities (please see separate Academy Letting Policy)</p> <p>Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.</p> <p>Music and vocal tuition if this is at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.</p> <p>After School Club – We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term. These clubs include a number of free or subsidised places.</p> <p>Signing to confirm the identity of child for official document (i.e. passport) will incur a £5 charge.</p>

8	Damage to property and breakages	<p>Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. Broken window, damaged or lost book.</p> <p>This will be determined by the headteacher.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Parental agreement is necessary for the provision of an optional extra which is to be charged for.</p> <p>We may seek to recover some or all of the costs incurred due to wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the headteacher.</p>
9	Voluntary Contributions	<p>As an exception to the requirements set out in section 3 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.</p> <p>Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days and workshops as part of trips.</p> <p>Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.</p> <p>If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies received will be returned to parents.</p> <p>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. At times the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded.</p> <p>The school provides information on request (No individual circumstances are disclosed).</p>
10	Remissions and concessions	<p>In some circumstances the school may not charge for items or activities set out in sections 8 and 10 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.</p>

		<p>Remissions for residential visits</p> <p>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:</p> <ul style="list-style-type: none"> • 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 £16,190 • The guarantee element of State Pension Credit • An income related employment and support allowance that was introduced on 27 October 2008 <p>We will comply with legal requirements for remissions as outlined throughout this document, for pupils defined as eligible.</p>
		<p>We may choose to subsidise, in full or part, charges for certain activities and pupils, as determined by the Governing Body, advised by the Headteacher. The circumstances in which concessions are applied will be reviewed regularly.</p>

Monitoring arrangements

The School Business Manager monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by School Business Manager every year at every review, the policy will be approved by the Local Governing Body.