



CHARGING AND REMISSION

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Introduction

The Active Learning Trust acknowledges the right of every student to receive a free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students, regardless of their parents' ability or willingness to help meet the cost.

The Active Learning Trust also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards pupil education and aim to promote and provide such activities both as part of the broad and balanced curriculum of Gusford Primary School and as additional optional activities.

This policy is in line with the Department for Education's guidance [Charging for School Activities](#).

Parents of pupils at Gusford Primary School will be made aware of this policy and where they can consult it.

The Legal Position

The law allows Boards to charge only for the defined activities if they have first made a policy on charging and remissions.

School Boards and local authorities (LA) cannot, and Gusford Primary School will not, charge for:

- An admission application to any state funded school. Paragraph 1.9 (n) of the [School Admissions Code](#) rules out requests for financial contributions as any part of the admissions process;
- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of 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 school; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at school.

Schools and LAs can charge for and Gusford Primary School has the right to charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras;
- Music and vocal tuition, in limited circumstances;
- Certain early years provision; and
- Community facilities.

Optional Extras

Gusford Primary School has the right to charge for some activities known as 'optional extras'. A charge can be made for providing materials, books, instruments, or equipment.

Optional extras are:

- Education provided outside of school time that is not:
 - Part of the national curriculum;
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - Part of 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 Active Learning Trust have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions). In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Gusford Primary School has the right to ask for voluntary contributions for the benefit of school or any school activities. Gusford Primary School will make it clear to parents from the outset if the activity cannot be funded without said voluntary contributions. Gusford Primary School will always ensure that it is clear that parents are under no obligation to make any voluntary contributions.

Gusford Primary School will NEVER exclude a pupil from an activity because his or her parents are unwilling or unable to pay a contribution. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then regretfully the activity will be cancelled.

Gusford Primary School will never pressurise parents into paying contributions as these are of course voluntary, not compulsory. Colour coded letters as payment reminders, direct debit or standing order mandates will never be sent to parents when requesting contributions.

Music Tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during schools hours must be free. Gusford Primary School has the right to charge for vocal or instrumental tuition provided individually or to groups of any size, provided parents have requested the tuition. Charges will never exceed the cost of the provision, including the cost of staff who provide the tuition.

No charge will be made in respect of a pupil who is looked after by a LA. Equally, no charge will be made if the teaching is either an essential part of the national curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme.

Transport

Gusford Primary School cannot and will not charge for:

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered pupils to other premises where the LA has arranged for pupils to be educated;
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at Gusford Primary School; and
- Transport provided in connection with an educational visit.

Gusford Primary School does however have the right to charge for transport to or from the school premises where there is no statutory obligation to provide transport. The Department for Education's guidance [Home-to-School Travel and Transport Statutory Guidance](#) provides further details.

Learning Outside the Classroom

Gusford Primary School cannot and will not charge for:

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes places 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; and

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

However, Gusford Primary School has the right to ask parents to make a voluntary contribution. It will be made clear to parents that this contribution is voluntary and parents will not be pressurised.

Gusford Primary School can and does have the right to charge for:

- Board and lodging and the charge must not exceed the actual cost.

Gusford Primary School will make it clear when informing parents about a forthcoming visit that those parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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 (financial year 2013/14);
- The guarantee element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27th October 2008.

Education Partly During School Hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school. Gusford Primary School can and will only charge for an activity/visit outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at Gusford Primary School and not part of religious education.

If 50% or more of the time spent on the activity/visit occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity/visit falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

If the activity/visit is taking place largely outside school hours it can be considered to be an 'optional extra'. This is the case if it is not directly related to the national curriculum, religious education or a syllabus for a prescribed public examination which pupils are being prepared for at Gusford Primary School. Examples would be social or recreational visits, such as skiing or sightseeing in London, taking place at weekends or during holidays.

When the experience is defined as an optional extra, the parents who consent to pupils taking part can be charged the full cost of the experience including accommodation costs by Gusford Primary School. However, Gusford Primary School must not and will not charge for any additional element to subsidise other young people.

School Meals

Pupils entitled to free school meals will not be charged for school meals at Gusford Primary School. Pupils not entitled to free school meals, however, will be charged.

Private Use of Facilities

Private use of phone and photocopying facilities by pupils is not permitted at Gusford Primary School. In the rare case that a private phone call is made, it is deemed to be an emergency and no charge will be made.

Remissions

Gusford Primary School will set out in an appendix to this policy or a separate document any circumstances in which Gusford Primary School proposes to remit (wholly or partly) any charge to parents which would otherwise be payable in accordance with this Charging and Remission Policy. Gusford Primary School will determine whether to reduce the cost for those pupils whose parents are in receipt of certain benefits which Gusford Primary School will review from time to time.

Gusford Primary School will always make parents aware of what help they may qualify for, or where they are entitled to get the provision/activity/visit for free.

The Headteacher will make authorisation for such remission in regard to named individuals.

Equal Opportunities

The Headteacher will ensure that Gusford Primary School's equal opportunities policies are observed in implementing this policy.

Responsibilities

The Active Learning Trust are responsible for making and reviewing the policy.

The Headteacher or Business Manager is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Other staff may be responsible for implementing the policy as part of their overall responsibilities (e.g., the Educational Visits Coordinator (EVC), or heads of department).

Monitoring and Review

The Business Manager will report on the policy to the Headteacher as appropriate. The Headteacher will report to The Active Learning Trust's finance committee on any relevant aspects of the working of the policy as appropriate.

The policy will be placed on the Gusford Primary School's website and brought to the attention of parents.