Charging and remissions policy Hillary Primary School

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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 to 462 of which set out the law on charging for school activities 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 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.

Responsibility for approving the charging and remissions policy has been delegated to the Headteacher.

Monitoring the implementation of this policy has been delegated to the finance committee.

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 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

> 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

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Deposits which are made are non-refundable. If a parent cancels the trip, they will be refunded but minus any charges occurred that school must pay.

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.

We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled. We will strive to ensure that parents do not feel pressurised into making voluntary contributions. Refunds for trips that are cancelled by school due to lack of funds will be refunded minus the administration charge occurred by Arbor for processing charges. To avoid this charge funds for school activities can be transferred on to another trip. School encourages all parents/carers to come and speak to school if they are experiencing any financial hardship.

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

School trips

Sports activities

8. Activities we charge for

The school will charge for the following activities:

8.1 Breakfast Club – The charge includes staff wages, building and insurance costs and food and drink costs. The charge for the academic year will be flat rate charge of £3.00 per day per child. Breakfast Club is to be booked and paid for via the School Arbor app.

8.2 After-School Club – The charge includes staff wages, building and insurance costs and food and drink costs. The charge for the academic year will be flat rate charge of £3.00 per day per child. After- School Club is to be booked and paid for via the School Arbor app.

8.3 Sports Clubs - The charge includes staff wages, building and insurance costs and food and drink costs. Transport costs are also included if travel to a competition is required. The charge of sports clubs will be provided on an individual activity basis.

8.4 Late Collection of pupils – School will charge for any children being collected late. Late is deemed when the child is being collected from the main entrance. This is charged because there is a cost to school to supervise the child. The charge for the academic year will be £2.00 per child for every 10 minutes they are

collected late. To prevent this charge school advises parents/carers to book on to after-school club. This charge is to be paid in cash or card upon collection of the child.

8.5 Late Collection of pupils who attend After-School club

As a school we understand that emergencies can happen but it is important that the parents who use the after school club facility keep in contact with the after-school club to inform them that you may be late.

Children who are being collected late from after-school club, parents will be charged in line with 8.4 late collection of pupils. If a child/ren are persistently collected late then the following policy applies;

1st occasion in a term charged as 8.4

2nd occasion in the same term charged as 8.4 and a formal letter will be sent

3rd occasion in the same term parents will be charged 50% of the staffing costs to staff the after school club and the use of the facility will no longer be available to use.

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

9. Damaged or Lost Items

School may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

10. Remissions

We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents in receipt of any of the following benefits may request assistance with the costs of activities: • 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance
- 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 school office.

10.1 Remissions for residential visits

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

- 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)

> Pupils who are known to Children Services

> Looked After Children

11. School Dinner Money

Your child may be able to get free school meals if you get any of the following:

- 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)

Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

Free School Meals still need to be booked and meals selected via the Arbor App. The school office team are more than happy to support parents to download and use the app.

All children in Reception – Year 2 are entitled to Universal Free School Meals, so there is no charge for school meals however all school meals still need to be booked and meals selected via the Arbor App. The school office team are more than happy to support parents to download and use the app. Please let school know if you also get any of the qualifying benefits as stated above because school can get extra funding for your child if you do, and this can help towards funding of educational visits.

School meals are expected to be paid before the child is provided with a meal. See individual policy for School Meal Arrears.

12. Forms

Any information that you would like school to provide for example;

> Passport Applications

> Nationality Status

> Verification a pupil's enrollment at school

A charge of £10.00 per child for each forms and £5.00 per child for each letter. You also must provide school with 10 school days to complete the request.

13. Refunds

In the event of a visit having to be cancelled, full refunds will be made of any monies collected. Where the shortfall in contributions is minimal, the difference may be met by the Governing Body of Hillary Primary School.

If a child fails to attend the trip, no refund will be granted.

14. Monitoring arrangements

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

This policy will be reviewed by Headteacher every July as recommended by the DFE.

At every review, the policy will be approved by the governing board.