**Jubilee Primary School**



Charging and remissions policy

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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](https://www.gov.uk/government/publications/charging-for-school-activities) and [the Education Act 1996](http://www.legislation.gov.uk/ukpga/1996/56/part/VI/chapter/III), sections 449-462 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

Jubilee Primary School recognises the valuable contribution that the wide range of

additional activities, including visits, clubs and residential experiences can make towards children’s education. The school aims to promote and provide such activities both as part of a broad and balanced curriculum for the children of the school and as additional optional activities. The school believes that activities such as swimming and educational visits (or visitors) are an extension to, and an enrichment of the curriculum.

The purpose of the Policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. The school day is defined as Monday to Friday 8.55am – 3.30pm.

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 Resource Committee.

Monitoring the implementation of this policy has been delegated to the Headteacher.

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 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 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.

# 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, Sports Activities, Furniture & Resources**.**

**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 we charge for

The school will charge for the following activities:

Swimming

The school organises swimming lessons for children. These take place in school time and are part of the National Curriculum. We make no charge for the swimming lessons, but pay for them from the curriculum budget.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books or equipment on loan to children the Head teacher may decide to make a charge. Each incident will be dealt with on its own merit and at the Head teacher’s discretion.

Breakfast Club

Breakfast club is held during the school week from 8.00am. Parents/carers may apply for a place for their children. Current charges are available from the school office.

After School Clubs

After school clubs run each day during the school week from 3.30pm to 4:30pm. Parents/Carers may apply for their children to attend on Parent Pay. Current clubs and charges are available from the school office.

Music

Music is a key focus and made available to all pupils. We also offer additional music master lessons free up to Year 2. If your child is asked to continue with their music masters lessons after Year 2, this will be chargeable through the service. If a family is unable to cover the cost, we will encourage them to apply for a bursary or grant to cover the cost wherever possible.

Lettings

The school may make its facilities available to outside users at a reasonable charge based on the value of the facilities. The costs associated with operating the school during these periods may be recharged. The scale of charges will be determined annually by the Resources Committee.

Other Charges

The Head teacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report or a school data report.

Remissions

Where the parent of a child is in receipt of qualifying state benefit(s), the Governing Body will consider the remission of full or part of the costs of:

(1) Any residential activity that is organised for the child and which takes place within school time.

(2) Educational Visits

The Governing Body may remit charges in full or in part to other parents after considering other specific hardship cases. The Governing Body invites parents to apply in writing, in the strictest confidence, for the remission of charges in part or in full. The Head Teacher will authorise any remission in consultation with the School Business Manager. These will be notified on a termly basis to the Resources Committee.

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

# 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 governing board and will depend on the activity in question.

9.1   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 that Working Tax Credit is not also received and the family’s annual gross income does not exceed £16,190)
* Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
* Universal Credit (if the application was made on or after 1 April 2018, the family’s income must be less than £7,400 per year – after tax and not including any benefits)

In certain circumstances the school will remit (wholly or partly) any charge that would otherwise be payable. This wold be subject to our Hardship Policy. Details of making an application through our Hardship policy can be found in the annex of the Hardship policy

# 10. Monitoring arrangements

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

This policy will be reviewed by the Resource Committee annually.

At every review, the policy will be approved by the Resource Committee annually