



# Bramham and Shadwell Federation

## Charging and Remissions Policy Statutory Policy

Adopted by the Resources Sub-committee:  
May 2024

Date to be reviewed: May 2025



*Inspiring Inclusive Community*

# Charging and Remissions Policy

## **Aim**

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

## **Responsibilities**

The Governing Body of the Bramham Shadwell Federation are responsible for determining the content of this policy and the Headteacher for its implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

## **Charges cannot be made for .....**

The Governing Body of the School recognise that legislation prohibits charges for the following;

- 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 the school, or part of religious education.
- An admission application to any state funded school.
- Tuition for pupils learning to play musical instruments or vocal tuition if this is required as 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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place 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.
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.
- 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 governing body or local education 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 trip that is a part of the National Curriculum coverage. An educational trip that ENHANCES the curriculum is classed

as an 'optional extra' (and will be charged for) (Ref. pg. 5 '*Charging for School Activities*', DfE, May 2018)

**Charges may be made for:**

- **Board and lodging** on residential visits (not to exceed the costs). This does not include the cost of **activities**, which must be paid for by all parents (unless school can make arrangements via the activity centre to review the activity charges for FSM children).
- 
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
  - Travel
  - Materials and equipment
  - Non-teaching staff costs
  - Supply teachers engaged purely for optional extras
  - Entrance fees
  - Insurance costs
- Vocal and musical instrument tuition.
- Re-sits for public examinations where no further preparation has been provided by the school.
- Examination fees where a pupil fails without good reason to sit the exam.
- Any other education, transport or examinations where no further preparation has been provided by the school.
- Any other education, transport or examination fee unless charges are specifically prohibited.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils.
- Extra-curricular activities and school clubs.
- Any extended school activity and all 'optional extras'.
- Any additional hours (greater than the statutory 15) deemed to be for child care for 2 year olds. In accordance with the Education (Charges for Early Years Provision) Regulations 2012.
- Damage/vandalism/loss to and of school property.

- Community Use / Lettings. (Arrangements for the letting of school premises and charges are contained in the Letting Charges Policy).

## Remission

Children whose parents are in receipt of the following support payments may have a free school lunch entitlement and may also be entitled to the remission of charges for school trips, including board and lodging costs during residential school trips. The relevant support payments may include:

- 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
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

These children may be systematically listed within school as being '*Pupil Premium*', specifically detailed as 'Free School Meals' (FSM); this **does not** include the children who are listed as 'Ever 6', who will be removed from consideration of exemption. Proof of receipt of the above support payments will be required from parents.

Within the Federation and specific to each school, a sum of money will be calculated and budgeted each year for specific FSM costings, to which they are entitled.

## Voluntary Contributions

Parents will be invited to make a voluntary contribution for the following;

- a) Educational visits out of school or visitors into school
- b) Transport as part of an enhanced educational activity.
- c) Transport after school to an organised event eg. Sporting fixture

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay
- b) that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

- c) insufficient voluntary contributions may mean that the visit may not go ahead and will be cancelled.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher who may be in a position to consider extenuating circumstances on an individual basis.

The level of voluntary contribution expected from a class is 100% of the children. For a class of 30 children this would mean that all pupils need to make a voluntary contribution. This does not include the children who are in receipt of the support listed above (FSM). These children will be separately budgeted for.

*It is important that parents and teachers, reference timings and protocols as listed in Appendix 2*

The system in place for encouraging 100% contribution is:

- Parents will be informed of school trips with at least 5 weeks' notice.
- Parents will be have the opportunity to pay for residential trips in instalments
- Parents will be sent Parentmail reminders about the trip and the status of payment for that class. Parents will be informed by Parentmail 2 weeks prior to the visit if insufficient contributions have been made. A further opportunity will be presented for any outstanding payments within the week to follow and after this, the visit will be cancelled and a letter sent to parents.

Voluntary contributions will be used to;

- Subsidise visits in or out of school that contribute to an enrichment of National Curriculum learning

Any excess of voluntary contributions will be saved and used towards subsequent class trips against the same cohort.

### **Minibuses**

Only the school's pupils, staff or parents may travel at a charge in the school's minibus.

- Currently the charge is £2.00 per pupil per visit. This is regardless of distance.

Schools may charge for transport in their minibuses only if they hold a permit issued under Section 19 of the Transport Act 1985. The permit exempts the school from Public Service Vehicle (PSV) operator and driver licensing requirements. A permit is not required if no charge is made.

- The Federation will not raise funds to make a profit by charging for travel in their minibuses; the charge of the minibus will not exceed the cost of the activity. This

cost incorporates other charges in relation to eg. The cost of non-teaching staff required to accompany the children for the activity. (Ref. pg. 5 '*Charging for School Activities*', DfE, May 2018)

Charges may recover some or all of the costs of running the vehicle, including loss of value. However the service may not make a profit, either directly through the fares charges or incidentally as part of a profit making activity, even if a profit would go into the school's other running costs or for charitable purposes. A charge is any payment made in cash or kind (for example a club subscription) by or on behalf of a person which gives them a right to be carried.

All sporting trips are considered to be 'optional extras' and as such, will incur a charge whereby 100% of payment is required for the trip to go ahead.

### **School Meals**

The Head teacher and Governing Body will determine and publish annually the price to be charged for school meals.

**Signed:**

**Chair of Governing Body.**

**Headteacher**

**Dated:** \_\_\_\_\_