



# WHITEFIELD PRIMARY SCHOOL

## CHARGING, REMISSIONS AND REFUND POLICY

**Date of Original Policy:** April 2015    **Last Reviewed:** November 2020    **Next Review:** November 2021

### INTRODUCTION

This charging, remissions and refund policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

Each governing body must establish and keep under review a charging and remissions policy that complies with statutory requirements and has regard to the Authority's policy statements on charging.

No charges apply unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

### REGULATORY FRAMEWORK

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

There are also charging regulations for music tuition during the school day. (The Charges for Music Tuition (England) Regulations 2007) which came into force from September 2007. Appendix indicates specific guidance on these charging regulations.

### KEY POINTS

School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment)

Schools must ensure that they inform parents on low incomes and in receipt of defined benefits of the support available to them when being asked for contributions towards the cost of school visits.

Links to government guidance:

<https://www.gov.uk/government/publications/charging-for-schools-activities>

[https://www.legislation.gov.uk/uksi/2007/2239/pdfs/uksiem\\_20072239\\_en.pdf](https://www.legislation.gov.uk/uksi/2007/2239/pdfs/uksiem_20072239_en.pdf)

### CHARGING POLICY

#### Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity; (this does not include educational trips or additional sporting activities – see voluntary contributions below)
- education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- instrumental and vocal music tuition which is part of the national curriculum;
- instrumental and vocal tuition for children in care;
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

### **Voluntary Contributions**

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable then the activity will be cancelled.

All request to parents for voluntary contributions will make it clear that their contributions are voluntary and that there is no obligation to contribute.

### **Chargeable Activities**

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (See Appendix B)
- Certain early years provision (see the education (charges for early years provision) regulations 2012)
- Community facilities (see s27 education act 2002)
- educational or other activities provided wholly or mainly outside school hours which are not:
  - (a) part of the National Curriculum;
  - (b) part of a syllabus for a prescribed public examination which the pupil is being prepared for at school;
  - (c) part of religious education.

- board and lodgings on residential visits (subject to remission arrangements).
- cost of entering a pupil for a public examination not prescribed in regulations, and for the cost of preparing a pupil for that examination outside school hours.
- provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers.

### **Chargeable Provisions**

- Sessions at BOLA will be charged, in advance, per session, at the amount agreed by the governors. Sessions need to be booked online through the Scopay system more than 10 days in advance of your requirement. Adhoc sessions and sessions less than 10 days in advance can be booked through BOLA manager or the school office providing spaces are available. If you are not a voucher payer your account will need to be in credit for the booking to take place. You are unable to cancel session that are within the next 10 days.

### **Fundraising**

- Charity events organised by the Friends of Whitefield will be chargeable as agreed by the PTFA committee.

### **Remissions Policy**

- There will be no charge for board and lodgings on residential trips for pupils whose parents are receiving income support, income-based job seekers allowance, family credit or disability working allowance providing they are already registered for free school meals. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.
- Any other charges for goods or services outside of the existing policy will be determined on a case by case basis and appropriately documented.

### **Refund Policy**

All income is recorded daily in our cash system and banked intact in order to achieve an effective audit trail but on rare occasions it may be necessary to refund a small amount to parents. In the first instance refunds should be assigned to any other school cost ie BOLA, dinner money or any future costs ie educational trips however where this is not possible any refunds will be processed through the electronic system and paid directly to the parent. Consideration can be given to refunds under £10 being paid in cash depending on the circumstances and funds held at that time.

Refunds will not be issued against any chargeable activity under any circumstances once the commitment and payment has been made by the parent.

Payments for BOLA that have been received through childcare vouchers cannot be refunded back to parents in any instance and parents need to contact the childcare voucher provider for advice.

Payments for BOLA that have been made through cash, cheque payment or direct payments cannot be considered for a refund unless the family account is up to date and this will be at the discretion of the SBM.

For all refunds the following measures must be in place

- The amount of each refund is clearly shown as a deduction from income and the date of the refund is identified;
- The pupil in respect of the refund is clear and the reason for the refund stated
- The refunds are shown in the school meals register or other such record against the record of the individual pupil;
- The refund is authorised by someone other than the person responsible for collecting the income and the records are initialled to that effect;
- The refunded amount needs to have cleared our funds.

All refunds will be completed within 7 working days from the date the refund has been agreed.

The above approach is limited to refunds up to the value of £50. For refunds in excess of £50 SBM will refer to the head.

## APPENDIX B

### MUSIC TUITION

[https://www.legislation.gov.uk/uksi/2007/2239/pdfs/uksem\\_20072239\\_en.pdf](https://www.legislation.gov.uk/uksi/2007/2239/pdfs/uksem_20072239_en.pdf)

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not 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. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22 (1) of the Children Act 1989).

