

Charging and remissions policy

Reed First School



Learning Together, Learning for Life

Approved by:

FPP

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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](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in maintained schools 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 body

The governing body 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 body also has overall responsibility for monitoring the implementation of this policy.

In our school, responsibility for approving the charging and remissions policy has been delegated to the finance, premises and personnel committee (FPP).

4.2 The Headteacher

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

Our 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 Headteacher 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 the school cannot charge for:

5.1 Admission, National Curriculum and School Meals

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.
- School meals for pupils registered for Free School Meals including Universal Infant Free School Meals

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

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 the school can charge for.

6.1 General charges

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them including items of equipment and uniform with the school logo purchasable on site (further details are available in our prospectus and on our website).
- Any materials, books, instruments or equipment which has been lost or damaged in a pupil's care.
- Music and vocal tuition, in limited circumstances
- Community facilities (please see separate Letting Policy)
- Nursery provision – For any nursery child attending our setting for durations exceeding the government funded 15 hours per week, we will require additional charges at an hourly rate, in addition to the cost of lunch and lunchtime supervision to be paid. (Further details are available on our website)

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, supervised homework sessions). See section 8.
- Milk can be ordered for pupils if requested by parents.
- We have clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term. These clubs include a number of free or subsidised places for pupil premium children.

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

The school 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:

Workshops and off site visits where charges will cover the cost of tickets, entry fees, travel, administration fees and any extra staff costs.

Swimming Lessons for children from Year 1 to Year 4. These take place in school time and are part of the National Curriculum. Parents are asked to pay a voluntary contribution for the lessons, transport and certificates.

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. In this case, any financial contribution already made will be reimbursed.

8. Activities this school charges for

The school will charge for the following activities:

Wrap Around Care: Early Birds and Night Owls

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed in April each year. Parents will be informed of the charges for the coming year in June each year. Charges for wrap around care are available on our website.

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 headteacher and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of residential visits, workshops and offsite visits and swimming:

- Universal credit in prescribed circumstances
- 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) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

10. Monitoring arrangements

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

This policy will be reviewed by the Headteacher and Bursar every year. At every review, the policy will be approved by the FPP committee.



“Learning Together, Learning For Life”

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Dear Parents / Carers,

Charging and Remissions Policy

I have read Reed First School’s Charging and Remissions policy, which is available on the school website and

* I am able / unable to make voluntary contributions to Reed School Fund for swimming lessons and various educational visits to support the curriculum.

I understand that having agreed to the voluntary contribution it is not possible to receive a refund in the event of my child being unable to participate.

I understand that I will be consulted separately about residential visits.

Child’s name

Signed Date

* please delete as appropriate

This document will be stored in the school’s filing system for as long as the pupil is at the school and up to one academic year after leaving.