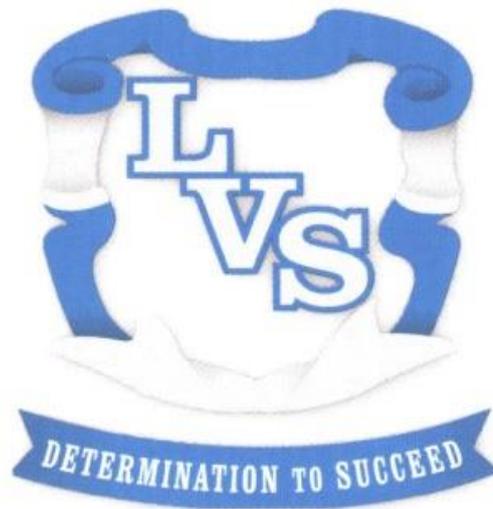


# Lea Valley Primary School

## Charging and Remissions Policy



Member of Staff Responsible	Headteacher
Ratified	July 2021
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Review Cycle	Annually

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# 1. AIMS

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- that all pupils should have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions. In formulating this policy, it emphasises our intention to ensure transparency in setting charges and to ensure that all children are able to access the provision on offer.

# 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 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, the management working party.

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

## 4.2 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

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

#### **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

#### **5.4 School Meals**

- School meals Pupils entitled to and registered for Free School Meals (FSM), or Universal Infant Free School Meals (UIFSM), will not be charged for meals provided by the school.

## **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**

Voluntary contributions may be sought for activities during the school day which entail additional costs which might not otherwise be possible. For example, for cooking

materials, a theatre group performance or science or history presentation or visits to museums or other locations, including transport costs.

If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset.

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:

### **8.1 Breakfast Club and After School Club**

There is a charge for Breakfast and After School Club, and prices are kept as low as possible to allow children to have a healthy meal at the start of their school day. Wrap-around prices are benchmarked across similar provision in neighbouring schools. Due consideration will be made for looked after children, pupils in receipt of Pupil Premium and for families who experience hardship. However, the school will endeavour to cover the cost of running the club and may need to increase prices in keeping with rising costs.

Parents will have the choice to send their children to these out-of-school-hours activities and must agree for their child to participate and to meet the cost. Parents must book their child's place in advance and will be charged for each day booked, even if their child does not attend. Parents must sign to accept Terms and Conditions to use the provision.

### **8.2 Holiday clubs**

Clubs or holiday camps held during the school holidays, either as the main provider, or using an external provider, and will be open to pupils who attend the school as well as children from our local community. Places should be booked in advance to secure a place but if places are available on particular days during the holidays, parents may be able to pay on the day, at the start of the club. Parents will be charged per day for a place for their child even if the child does not attend, and in these circumstances the school will use its discretion to decide whether the full amount is charged or if a discount is appropriate.

### **8.3 Residential trips**

Charges will be made for board and lodging and activities undertaken on residential stays. The school cannot provide financial support for those families unable to pay for such residential trips. However, a special programme of activities will be offered by the school to those children who do not take part in a residential stay and where that stay takes place in term time on normal school days.

A voluntary contribution may be requested towards the cost of these activities, but no child will be prevented from participating because their parents or carers cannot or will not contribute.

#### **8.4 Educational materials and resources**

The school can charge for any materials, books, music and vocal tuition, instruments, or equipment, where the child's parent wishes him to own them. It will also charge for the cost of replacement books that have been lost or damaged by pupils.

The school also reserves the right to recover the cost to repair any damage made to school property, or replace equipment, where it is proved that a staff member, parent, carer, child or visitor has caused the damage, whether intentional or unintentional.

#### **8.5 Music Tuition**

The law states that all education provided during school hours must be free, however music tuition, such as, tuition in singing and playing a musical instrument, is an exception to this rule.

Charges may be made for teaching either an individual pupil or groups of any appropriate size, provided that the size of the group is based on sound pedagogical principles, to play a musical instrument or to sing during school hours, if it is provided at the request of the parent.

#### **8.6 Optional activities outside of the school day**

We may charge for optional, extra activities provided outside of the school day, for example, sports, science, arts or ICT clubs. Such activities are not part of the national curriculum or religious education, nor are they part of an examination syllabus.

The school will consider cases of hardship on a case by case basis. It will use its discretion to offer reductions or remissions, for optional activities outside of the school day, to children who are in care or eligible for Pupil Premium funding.

#### **8.7 Lettings**

Where possible and appropriate, the school will make its facilities available to the community, groups and individuals, giving priority for use with educational, health or wellbeing objectives. See the school's Lettings Policy for more details.

#### **8.8 Professional services**

The school will charge for professional services to other schools, academies, companies and organisations, including ICT, Positive Handling, the use of experienced teaching and support staff (in the capacity of advisor or consultant) and any product created by Lea Valley Primary School staff using school resources.

#### **8.9 Calculating charges**

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. Final costs charged will be rounded up to the nearest pound.

Support for cases of hardship will come through fundraising or income for disadvantaged pupils (Pupil Premium). Parents or carers who would qualify for support are those who are in receipt of Income Support Child Tax Credit, Income-based Jobseeker's Allowance or Asylum seekers support, Child Tax Credit, State Pension Credit and Income-Related Employment and Support Allowance.

There will be no levy on those who can pay to support those who cannot. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents and carers

## **9. MONITORING ARRANGEMENTS**

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

This policy will be reviewed by governing body annually.