



## Hackleton CEVA Primary School

### CHARGING AND REMISSIONS POLICY

#### Introduction

The School Governing Body is required by law to publish a policy on charging for school activities.

**The Education Act 1996 s449-462** establishes the basic principle that the education provided by any maintained school for its registered pupils should be free of charge. This basic underlying principle requires that there should be no school admission charge and no charge for any related activity which takes place during school time.

#### Education

The school and governing body **cannot** charge for:

- An admission application to any state funded school (paragraph 1.9 (n) of the 'School Admissions Code 2012')
- 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;
- Tuition for pupils learning to play musical instruments if the tuition 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;

Schools and local authorities **can** charge for;

- Any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;
- Optional extras (**see optional extras**) and
- Music and vocal tuition (**see music tuition within school hours**)

#### Optional extras

Charges may be made for some activities that are known as 'optional extras' Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. *Optional extras are:*

- Education provided outside of school time that is **not:**

- a) part of the National Curriculum
- b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
- c) part of religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit.

### **The cost of optional extras**

The headteacher will decide when it is necessary to charge for optional extras.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (**see inability or unwillingness to pay**).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

### **Voluntary contributions**

Nothing in legislation prevents the school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or headteacher will make this clear to parents at the outset. The governing body or headteacher will also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source then it will be cancelled. The school will ensure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school will be clear to parents at the outset the policy for allocation places on school visits. If the activity is cancelled all monies paid will be returned to parents with the exception of non-refundable deposits.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

## **Music tuition within school hours**

Hackleton CEVA Primary School follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule.

**Charges will be made if** the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

The school may charge for teaching requested by parents and delivered by specialist tutors given to 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. The cost of these lessons may depend on the size and duration of the class as well as the type of instrument.

**The school will not charge if** the music tuition is part of the National Curriculum or public examination syllabus being followed by the student. Hackleton CEVA Primary School is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils eligible for Pupil Premium, Pupil Premium Plus or Service Premium in line with the schools Pupil Premium Policy.

There is no charge for vocal or instrumental tuition for children in care. This includes instruments, music books and exam fees.

## **Transport**

The school **cannot** charge for:

- transporting registered pupils to or from the school premises, where the governing body or 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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

## **Remissions and concessions**

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit in prescribed circumstances;
- Income Support (IS);
- Income based Job-seekers Allowance (IBJSA);
- 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 Custom) does not exceed £16,190 (Financial Year 2013/14);
- Guaranteed Element of State Pension Credit; and
- An income related employment and support allowance that was introduced on 27 October 2008.

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and headteacher.

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

However, a charge will only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

### **Non Residential Activities**

If 50% or more of the time spent on activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1: Visit during school hours**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2: Visit outside school hours**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

### **School meals**

There is no charge for children who are entitled to free school meals or universal infant free school meals. Pupils who are not entitled to free school meals will need to order and pay for meals directly with the supplier Kingswood Catering Ltd.

### **Damage to property and breakages**

Where school property has been wilfully or recklessly damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and dependent on the situation.

### **Inability or unwillingness to pay**

**Hackleton CEVA Primary School** is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

### **Signed by:**

\_\_\_\_\_ Chair of Governors                      Date: .....

\_\_\_\_\_ Headteacher                                      Date: .....