



Hackleton CEVA Primary School

# Charging and Remissions Policy

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## Statement of intent

Hackleton CEVA Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Signed by:

\_\_\_\_\_ Headteacher

Date: \_\_\_\_\_

\_\_\_\_\_ Chair of governors

Date: \_\_\_\_\_

## 1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

## 2. Charging for education

2.1. We will not charge parents for:

- An Admission application to any state funded school.
- 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 by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

2.2. We may charge parents for the following:

- Any materials, books, instruments or equipment, where the child's parent/carer desire their child to own them;
- Optional extras ([see Optional extras](#))
- Music and vocal tuition ([see Music tuition](#))
- Use of community facilities

## 3. Optional extras

3.1. Some 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**:
  - Part of the national curriculum.
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Religious education.

- Examination entry fees where the pupil has not been prepared for the examinations 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
- Extended day services offered to pupils

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

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

## **4. Voluntary contributions**

4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **5. Music tuition**

- 5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 5.2. 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 will be remitted for pupils eligible for Pupil Premium, Pupil Premium Plus or Service Premium in line with the schools Pupil Premium Policy.
- 5.3. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **6. Transport**

- 6.1. We will not charge for:
  - Transporting registered pupils to or from the school premises, where the governing board or local education authority has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing board or local education authority has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided in connection with an educational visit.

## **7. Remissions and concessions**

- 7.1. The school will give consideration to the remission of charges to parents or carers who receive the following support payments:
  - 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 State Pension Credit
  - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
  - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
  - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

- 7.2. To request assistance, parents should contact the School Business Manager via the school office.

## **8. 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**

- 8.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 8.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

## **9. Residential visits**

- 9.1. We will not charge for:

- 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, 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 teachers accompanying pupils on visits.

- 9.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

- 9.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- 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 State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190

- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

## **10. School trip refunds**

- 10.1. All initial deposits for residential school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- 10.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded.
- 10.3. In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will, take into account the cost to the school, including alternative provision cost.
- 10.4. In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will consider options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- 10.5. In the event that a pupil or their parents cancel their place on a trip, it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will take into account the reason for cancellation, and whether charges will still be incurred for non-attendance on the trip.
- 10.6. In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the headteacher's discretion as to whether a refund is given to parents. The headteacher will take into account whether the school will still incur charges for non-attendance on the trip.
- 10.7. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 10.8. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

## **11. Damage to property and breakages**

- 11.1. Where school property has been wilfully or recklessly damaged by a pupil or parent the school may charge those responsible for some or all of the cost of repair or replacement.
- 11.2. 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.

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

## **12. Inability or unwillingness to pay**

12.1. The 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

## **13. Monitoring and review**

13.1. This policy will be reviewed annually by the school business manager.

13.2. The next scheduled review date for this policy is September 2021.