

# Witton Gilbert Primary School



## Charging and Remissions Policy

2022-2024

<b>Policy approved by</b>	Finance Committee
<b>Date approved</b>	April 2022
<b>Review Due</b>	April 2024
<b>Headteacher</b>	Mrs Paula Nelson
<b>Chair of Governors</b>	Mrs Michelle Harrison

## 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

## 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

## 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

### 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.

### Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 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

### 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:

### **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

### **Transport**

At Witton Gilbert Primary School, we do not charge for transporting pupils to or from the school premises where the Local Education authority (LA) has a statutory duty to provide transport; when transporting pupils to other premises where the governing body or LA has arranged for pupils to be educated (for example swimming lessons) or for transport provided in connection with an educational visit (although voluntary contributions may need to be requested).

## **6. Where charges can be made**

Below we set out what we can charge for:

### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances (see below)
- Certain early years provision
- Community facilities

## Optional extras

We may charge for activities known as 'optional extras'. Optional extras include those times when education is provided outside of school time that is not part of the National Curriculum. The Headteacher will decide when it is necessary to charge for optional extras. In these cases, schools can charge for providing materials, books, instruments or equipment.

Optional extras include education provided outside of school time that is not part of:

- The National Curriculum
- Religious education

The following are optional extras:

- Transport (other than transport that is required to take 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 residential visits are also made up of an element of voluntary contributions, without which the visit would not be able to go ahead).
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs)

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.

Participation in any optional extra will be on the basis on parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where a charge will be made.

## **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

## **Residential visits**

We can charge for board and lodging on residential visits.

## **Before and After School Clubs**

We offer Before and After School Clubs, which incur the following charges (as of March 2022 but subject to change):

*Breakfast Club: £3.00 from 7.30am; £1.50 from 8.15am*

*After School Club: £2.50 from 3.15pm-4.15pm PLUS £3.50 from 4.15pm-5.30pm*

Costs cover staffing costs, resources and a food where applicable.

## **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 which would not otherwise be possible. Voluntary contributions may be requested to enable us to enrich the curriculum and educational experience of the children in school. For example, for school trips, visitors to school or hire or specialist equipment in school. The following list are example activities that may require voluntary contributions. The list is not exhaustive.

- Visits to museums, places of interest
- Sporting activities that require transport expenses
- Outdoor adventure activities
- Visits to or by a theatre company
- School residential trips
- Musical events
- Visitors delivering workshops to pupils

At Witton Gilbert Primary, activities are already usually subsidised by school to keep requests for contributions down. However, where an activity cannot be funded without sufficient voluntary contributions, parents will be made aware of this at the outset.

There is no obligation for parents to make any contribution. 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 through voluntary contributions, then it will be cancelled.

## **8. Remissions**

In some circumstances, the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the headteacher and will depend on the activity in question.

### **Remissions for residential visits**

We value the opportunities and experiences that children can gain from residential visits. We do charge for board and lodging on residential visits. This will not exceed the actual cost applied by the organisation we are using. However, where parents are in receipt of the following benefits, they may be exempt from paying the cost of board and lodging for residential visits:

- 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 Pension Credit
- Child Tax Credit – provided you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The cost of residential visits are also made up of an element of voluntary contributions, without which the visit would have to be cancelled.

## **9. Monitoring arrangements**

The Headteacher and School Business Manager monitor charges and remissions, and ensure these comply with this policy.

This policy will be reviewed by the Headteacher at least every 2 years.

At every review, the policy will be approved by the governing body.