

*"Learning Today, Leading Tomorrow"*



**Bishops Down Primary School**

[www.bishopsdownprimary.org](http://www.bishopsdownprimary.org)

# Charging & Remissions Policy

Date Agreed: January 2017

Date for Review: January 2020

Reviewed and updated by: Resources Committee

## *“Learning Today, Leading Tomorrow”*

### **Single Equality Scheme**

This policy will be impact assessed. The following questions will be asked.

What have we found out?

What will we do about it?

This policy document has been produced by the Governing Body to provide clarity on charges the school may make for the services it provides and the remissions it may offer to parents of pupils in receipt of **benefits**.

Further information on the points of reference for this policy is available in Appendix A to this document.

### **Definitions**

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The following definitions apply in this note

**School Hours** means;

- KS1: 8.55 – 12.00; 1.00 – 3.15
- KS2: 8.55 – 12.30; 1.30 – 3.15.

**Benefits**; means any of the following benefits (subject to change in gov’t policy);

- Income Support; or
- Income-based Jobseeker’s Allowance; or
- Support under part VI of the Immigration and Asylum Act 1999; or
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed the sum given in the Inland Revenue and Customs rules; or
- Guaranteed element of State Pension Credit; or
- Income related employment and support allowance (that was introduced on 27 October 2008).

### **What the School cannot Charge for;**

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- Handling an admission application
- Education provided during **school hours** (including the supply of any materials, books, instruments, transport (if off-site) or other equipment)
- Education, or musical tuition, provided outside **school hours** if it is part of;
  - ~ The National Curriculum; or
  - ~ Preparation and entry for a prescribed public examination (includes re-sits); or
  - ~ Religious education.

### **Where the School will make a Charge**

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The principles of charging;

- Best value will be applied when planning activities that incur costs to the school and/or charges to parents; and
- Charges will be based on the actual costs incurred, divided by the total number of pupils participating

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In all cases listed below parents will be advised by the Head Teacher how such charges have been calculated;

- Where the larger proportion of time spent on a non-residential school activity is outside **school hours**, and such activity is not part of the National Curriculum e.g. participation in a choir event needing transport by coach;
- Charges for board and lodging on residential visits which are part of the National Curriculum (except for those children whose parents are on **benefits**) e.g. Year 6 residential trip.
- Musical tuition that is outside of the National Curriculum
- Optional activities outside **school hours** such as football training, dance club and arts club (where external agency support is used). Advance parental agreement is a requirement prior to providing such activity.
- Swimming – where the school provides a bus or pays for a swimming instructor (expense beyond the requirement of the National Curriculum) they will make a charge.

### **Remissions**

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For those pupils with parents on **benefits** the school will provide;

- Free lunch entitlement; and
- Board and lodging as part of any residential visit that is part of the National Curriculum;

*Note – Other cases of hardship may be considered at the discretion of the Head Teacher, for those parents not on **benefits**, to remit either all or part of the cost.*

### **Voluntary Contributions**

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Voluntary contributions may be sought for such activities during **school hours**, which add value and enjoyment to the experiences of the children, but which entail additional costs, for example trips to museums or swimming.

Some things to note;

- No pupil will be prevented from participating, or treated differently, because his/her parents cannot make a contribution as they claim **benefits**. Although it is important to note that such costs will not be covered through parents who can pay, by subsidising those who can't.
- If a particular activity cannot take place without some help from parents, this will be explained at the planning stage.
- An activity may be cancelled if insufficient voluntary contributions are collected.
- Requests for voluntary contributions for swimming will be based on the actual cost for sessions for each Long Term.
- No refunds will be given in the event of cancellation of a swimming session if the school has incurred costs associated with that session, except in exceptional circumstances involving long-term ill-health of more than 2 weeks.
- *Refunds for other voluntary contributions will only be given at the Head Teacher's discretion.*

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## **APPENDIX A - Points of Reference**

### **What was consulted in formulating our Charging Policy?**

This policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of ‘A Guide to the Law for School Governors’.

### **Relationship to other school policies**

The policy complements the school’s equal opportunities policy, curriculum policy, educational visits policy and the teaching and learning policy.

### **Arrangements for monitoring and evaluation**

The Resources Committee of the Governing Body will monitor the impact of this policy by receiving on an annual basis, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children in need of additional support.

### **Local Authority Guidance**

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and also include the policy for remissions. The governing body are responsible to ensure that the charging and remissions policy is published. A policy statement should take account of each type of activity that can be charged for and explain when charges will be made.

If the school wishes to run an activity during the school day for which it would need contributions from parents or others, it can invite voluntary contributions. However, no child should be excluded from such activity because his or her parents cannot or will not contribute. Moreover, when made, charges per pupil cannot exceed the actual costs incurred, which mean that pupils who can pay should not be charged extra to cover the costs of those who cannot afford to. This may mean that some activities will need to be cancelled if the school budget cannot cover the costs.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available for parents. Activities which are an essential part of the syllabus for an approved examination must be provided free.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Chapter 23 of A Guide to the Law for School Governors provides further, detailed guidance on residential activities, use of mini-buses, public examinations and activities provided during school hours by external bodies.

### **Comment on National Curriculum Scope**

It should be noted that ‘part of the National Curriculum’ is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum ‘inclusion statement’ (e.g. developing teamwork skills).