



Elton Church of England Primary School Charging and Remissions Policy

Purpose

We aim to ensure that all pupils have an equal opportunity to benefit from a broad and balanced curriculum which includes activities and visits that support their personal and academic development. We also aim to minimise the impact of financial barriers which may prevent some pupils taking full advantage of these opportunities.

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.

Definitions

All activities that form part of the national curriculum will be provided free of charge.

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

The school day is defined as:

8:50am – 3.15pm with a one hour lunch break. This does not include the staggered start and finish times re Covid-19

Schools cannot charge for:

- 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
 - Religious education
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, if looked after, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part 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.

Swimming

Children have swimming lessons in school time and are part of the National Curriculum. We make no charge for this activity however, in order to cover transport costs, we ask for a voluntary contribution per child per session. The costs for the use of the pool and the cost of any swimming tuition are met by the school.

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 provided in connection with an educational visit

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
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

The principals of best value will be applied when planning activities that incur costs to the school and/or parents/carers.

Below we set out what we **can** charge for:

- 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
- Certain early years provision
- Community facilities
- Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra.
- The cost of teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- The cost of an instructor employed to provide a coaching service or school club outside of school hours.
- School lunches for children in Key Stage 2
- School lunches for visiting parents/siblings
- Provision of breakfast/snacks
- School performances
- Charges in line with Freedom of Information Requests

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, 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.

Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

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

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
- Religious education
- The school may charge for any after school clubs where extra resources/materials are required (e.g. cookery, sewing, specialist art materials etc). The charge will be used to purchase all necessary materials.
- 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.

If further funds need to be raised, for example to help in hardship cases, this will be by voluntary contributions or general fund-raising. There will be no levy on those who can afford to pay to support those who can't. Where pupils are entitled to support through the pupil premium the additional voluntary contributions can be accessed from this funding for those pupils.

Similarly, any charge will not include an element of subsidy for pupils who wish to take part in an 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.

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will be charge for clubs that are run by external providers and payment will be made direct to the external company.

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.

Residential visits

The school can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Schools cannot charge residential trips for:

- Education provided on any trip which takes place during school hours
- Education provided on any trip which takes place outside school hours if it is part of the National Curriculum, or part of religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip.

Lost/Damaged Books and other Resources

In the event of books or other key resources being wilfully, damaged parents/carers will be asked to reimburse the school to the value of the item to enable a replacement to be provided by school.

Breakages/Damage

Where school fabric is subject to wilful damage or loss by a pupil then the parents will be asked to meet the cost of repair/replacement of the damaged/lost item(s)

Other Charges

The school may levy charges for miscellaneous services up to the cost of providing such services i.e. photocopying, use of phone or hire of resources including lettings.

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 during school hours which would not otherwise be possible.

When organising school trips or visits that enrich the curriculum and educational experience of the children, the school invites parents to make a voluntary contribution towards the cost of the trips. The school will request a voluntary contribution of £50 for each child at the start of each academic year to cover the cost of school trips. The school provides information on how the money is spent at the end of every academic year. Any overspend is funded by the school. Underspend is spent on children within that year group.

Voluntary contributions will be sought for activities during the school day which entail additional costs. In these circumstances no pupil will be prevented from participating in an activity because a voluntary contribution has not been received. If a planned activity relies on the support of voluntary contributions to be viable this will be explained when the school requests contributions. Where there are not enough voluntary contributions to make an activity possible and there is no way to make up the shortfall, the activity will be cancelled and parents / carers will be informed and refunded if they have already made a voluntary contribution. However, in the event of the trip organiser, in consultation with the head teacher, having to cancel the trip because of insufficient contributions there needs to be a clear understanding of the cancellation charges which would be incurred. Parents may not be refunded if cancellation charges are incurred.

Eligible Benefits

Parents who are in receipt of Free School Meals and/or qualify for Pupil Premium or LAC (Looked After Child) funding may be entitled to support for some of the charges.

You could qualify for Free School Meals if you meet the following criteria:

- Income support
- Income-based Jobseekers Allowance
- Employment and Support Allowance – Income Related
- Pension credit guaranteed
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual gross income (as assessed by Her Majesty's Revenue and Customs) does not exceed the set amount.

All discussions relating to family circumstances will be treated as confidential.

Application forms are available from the school website. LAC applications should be made to the Head.

Remissions

In some circumstances the school may not charge for certain items or activities as set out previously. This will be at the discretion of the governing board and will depend on the activity in question.

Remissions for residential visits

If the school organises a residential visit in school time or mainly during school time, which provides education directly related to the National Curriculum, the school invites parents to contribute to the cost of the instruction, equipment and travel. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may have to cancel a trip. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. A charge is made to cover the cost of board and lodgings. Parents whose children receive free school meals are entitled to a remission of costs associated with the instruction and use of equipment during the residential visit. No child should be excluded because their parents cannot or will not pay.

Charges will be made for board and lodging except for pupils whose parents / carers are in receipt of Pupil Premium. Parents in receipt of the Pupil Premium are entitled to a remission of up to 100%. The head teacher will advise all Pupil Premium parents of the right to claim free activities. if they are receiving these benefits and in all cases the charge will not exceed the actual cost of the activity.

Review

This policy will be reviewed every two years by the Governing Body.

Signed **Date**
Head teacher

Signed **Date**
Chair of Governors