



Lawn
Primary
School

Charging and Remissions Policy

March 2024

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Contents

| | |
|----------------------------------|-------|
| Our Aims | 3 |
| Legislation and Guidance | 3 |
| Definitions | 3 |
| Roles and responsibilities | 3 |
| Charges | 4 - 7 |
| School Meals | 8 |
| School Meal Debts | 8 |
| Monitoring arrangements | 8 |

CHARGING AND REMISSIONS POLICY FOR SCHOOL ACTIVITIES (ALL SCHOOLS)

Aims Our school aims to

- Have a 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 be made

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

Charge: A fee payable for specifically defined activities

Remission: The cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the head teacher.

Responsibility for approving the charging and remissions policy has been delegated to the Board of Governors.

Head teacher

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

Staff

Implementing the charging and remissions policy consistently

Notifying the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

Charges

Below we set out what we **cannot** charge for:

Education

- Admissions 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 or Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupils parent
- Entry for a prescribed public examination if the pupil has been prepared for it at school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the schools premises, where the local authority or Transform Trust has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or Transform Trust has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- 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 or 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
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

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

Education

- Any material, book, 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

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:

Optional extras

- Education provided outside of school time that is not part of:
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Activities organised by the school to include Theatre and other education visits
- Performances and activities for which a charge is made (e.g travelling theatre, science dome, visiting performers, discos)
- Transport (other than transport that is required to take the pupil to school or to the 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) Please see Treehouse Policy for charges for Before and After school club.

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 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.

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.

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, but the charge must not exceed the actual cost

Voluntary Contributions

On occasion, schools may request voluntary contributions from parents to support delivery of enhanced provision beyond the core legal entitlement.

Nothing in legislation prevents a school from asking for voluntary contributions for the benefit of the school or any school activities. However, if an activity cannot take place without voluntary contributions, the Head teacher must make this clear. The Head Teacher must also make it clear that there is no obligation to make this contribution.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Refunds

Refunds will be given if:

- A child is absent due to illness
- An educational visit / Academy event has been cancelled

Remissions

In some circumstances the school may not charge for items or activities set out in “Charges” section and “Activities we charge for” of this policy or may offer a reduced cost. This will be at the discretion of the governing body and will depend on the activity in question.

Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will receive a reduction in the cost of board and lodging for residential visits:

- Income support
- Income-based jobseekers 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 that working tax credit is not also received and the family’s annual gross income does not exceed £16,190)
- Working tax credit run-on (this is paid for 4 weeks after and individual stops qualifying for working tax credit)
- Universal credit (if the application was made on or after 1 April 2018, the family’s income must be less than £7400 per year – after tax and not including any benefits)
- Children who get paid these benefits directly, instead of through a parent or guardian, can also get free school meals.

School Meals

Children within Reception, Year 1 and Year 2 will be eligible for a Universal Free School Meal.

Children in Year 3, Year 4, Year 5 and Year 6 are able to request a school meal. Meals are charged at £2.60 per day.

The school can carry out a check to establish if you may be eligible for free school meals. Meals should preferably be paid for in advance.

School Meal Debts

A text reminder will be sent at the end of the first week of the debt accruing.

A telephone call reminder will be made by the end of the second week.

If the debt is not paid by three weeks of initial contact a reminder letter is sent to parent/guardian. The Administrative Assistant informs the School Operations Manager and the Head Teacher of any extenuating circumstances for the debt

Once the arrears reach £48.00 (4 weeks) an additional letter will be sent and the option for school dinners will be removed, the family will have to provide the child with a packed lunch.

If no payment is forthcoming, a letter or phone call may be sent/made to discuss the debt and possibly inviting the parent to attend a meeting with the Head Teacher. Ideally re-payment is completed in a single payment but an agreed payment plan may be drafted.

If the debts continue after failure of the above process school may consider to refuse access to school trips and other paid activities until the debts are cleared. Parents will be notified by letter if this is the case

Monitoring arrangements

The School Operations Manager monitors charges and remissions, and ensures these comply with this policy. This policy will be reviewed annually.

At every review, the policy will be approved by the Finance and Personnel Committee