



# **Brook Primary School**

## **Charging and Remissions Policy**

<b>Approved by:</b>	<b>Ilona Wyld</b>	<b>Date: July 25</b>
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<b>Last reviewed on:</b>	<b>July 25</b>
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<b>Next review due by:</b>	<b>July 26</b>
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## 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

## Legislation & 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.

## 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 headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the charging and remissions policy has been delegated to the Head Teacher

Monitoring the implementation of this policy has been delegated to the Finance Committee.

### 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 that 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/carers**

Parents/carers are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## **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/carer
- Entry for a prescribed public examination if the pupil has been prepared for it at the 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 school premises, where the local authority (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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 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
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

## 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/carer wishes the child to own them
- Optional extras (see section below)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

### 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
  - 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
- Transport (other than transport that is required to take the pupil to school or to other premises where the LA 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.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers 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 that 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/carer.

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**

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/carers to fund activities that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- School trips, Butterflies Pre School activities and sports activities

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay.

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

### **Activities we charge for**

The school will charge for the following activities:

- Buddies Breakfast and after school clubs
- Sports Clubs,
- After school activities
- Butterflies outdoor provision
- Butterflies Extra Sessions

For regular activities, the charges for each activity will be determined by the governing board and reviewed in June each year. Parents/carers will be informed of the charges for the coming year in July each year.

## Remissions

In some circumstances, the school may not charge for items or activities set out in sections Where charges can be made and Activities we charge for of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

### Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will 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)

## Damaged or Lost Items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

## School Trip Refunds

Initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will

consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £2 per pupil. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally. If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

## **Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

## **Extended Schools**

School provides a term time only wraparound school childcare service for 3-11 year olds at the 'Before & After School Club'. Parents will be charged for use of the service and the session times and charges are as follows:

- Full breakfast club session including snack - 7.30am until 8.45am - £4.50
- Full afternoon session including snack - 3.30pm until 5.45pm - £8.00

### **Non Attendance or Cancellation**

There will be no refunds (full or part) for non attendance of chargeable sessions unless cancelled 24 hours in advance.

## **Early Years**

### **Nursery Charges for Additional Sessions over the funded 15 hours**

All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

We offer both the universal **15-hours** and **30-hour funded places** (subject to eligibility).

### **15 Hours (Part-Time)**

Choose either:

- **Morning sessions:** 8.45am - 11.45am (Mon-Fri)
- **Afternoon sessions:** 12.30pm - 3.30pm (Mon-Fri)
- **Extra Sessions:** £16.50

Additional sessions over the 15 hours per week entitlement may be available but this is dependant upon the number of children who are attending for funded sessions and to whom priority will be given. The additional chargeable sessions which will only be guaranteed for the duration of 1 term with the agreement being put into place each term to define requirements, again dependant upon availability.

### **30 Hours (Full-Time)**

- **All day:** 8.45am - 2.45pm (Mon-Fri)
- Optional **extended care** until 3.30pm for **£4 per day**

## **Payment Procedures**

The additional sessions and extended care will be added to ParentPay in advance. Where immediate payment of the payment may cause hardship, parents are advised to contact the Headteacher in writing upon receipt of the request for payment. The School will do its best to assist with payment arrangements basing individual requests on their own merit. Note: late payment may incur additional charges.

## **Lettings**

Governing Body annually agreed standard rates apply. These are compared to other LA schools. Standard rates can be discounted at the finance and premises committee's discretion and this may be used to assist worthwhile community/charitable causes.

## **Debts incurred with school (in any circumstances)**

Wherever possible all costs will be collected in advance by the school to avoid debts. Services will not be offered without prior payment. If the school is owed money by a parent/carer they will be informed of this and asked to re-pay in full immediately. If this is not possible instalments and the earliest possible dates of payment will be agreed (normally within 30 days of notification of the debt).

Contact for money owed maybe carried out by email, a telephone call (of which a written record is made giving the time and date) or by letter.

## **Monitoring arrangements**

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Head Teacher every year.

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