



Send Church of England Primary School

Charging and Remissions Policy

About this policy:	
Date this review	Spring 2024
Date next review	Spring 2025
Review period	Annually
Statutorily required?	Yes, and published on school website
Reviewed By	School Business Manager
Governor's committee responsible	Resources Committee

Vision Statement

Childhood matters to us: it is short, precious and cannot be repeated. Our Christian values are rooted in God. Growing in love, every child reaches their spiritual and academic potential. Our learners use their resilience, curiosity and independence to become fruitful and effective global citizens.

With the Holy Spirit by our side, we can achieve anything!

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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 be 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 of Education (DfE) on charging for school activities and the Education Act 1996, Section 449 to 462 of which set out the law on charging for school activities in England.

It is 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

4.1 The Governing Body

The Governing Body has overall responsibility for ratifying the Charging and Remissions Policy, but can delegate this to a committee.

The Resources Committee at Send CofE Primary currently has responsibility for approving this policy.

4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and is being consistently applied.

4.3 Parents

Parents are expected to notify the Headteacher or Business Manager of any concerns or queries regarding the Charging and Remissions Policy.

5 Where Charges Cannot be Made

5.1 Education

Admission Applications

Equipment 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 provided at the request of the pupil's request.
- 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.

5.2 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 Body or Local Authority 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 school.
- Transport provided in connection with an educational visit.

5.3 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.

6 Where Charges can be made

Below is set out what we **CAN** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them.
- Optional extras (see section 6.2)
- 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 the syllabus.

6.2 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 the 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 (or other transport that is required to take the pupil to school or 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.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework lessons).

When calculating the cost of optional extras, an amount may be included in relation to:

- Any material, 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.

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.

6.3 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.

6.4 Residential Visits

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

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.

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

- School trips
- Sports Events

There is no obligation for parents to make any contribution, and not 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 then it will be cancelled.

8. Activities we Charge For

The school will charge for the following activities

- Breakfast and after school club (if school led). External providers will charge directly.
- School Led Sports Clubs

Charges will be determined each academic year, with information provided to parents in a timely manner.

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this Policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

9.1 Remissions for Residential Visits

Parents 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 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).

10. Monitoring Arrangements

The School Business Manager will monitor the compliance and update this policy accordingly. When reviews take place, the Governing Body will approve.

