

# **The Robert Drake Primary School**

## Charging and Remissions Policy



## **CHARGING AND REMISSIONS POLICY**

### **Introduction**

This policy has been formulated in accordance with DfE guidance: Charging for School Activities (May 2018). Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools in England.

### **Aims**

The aim of this policy is to set out what charges will be made for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents/carers.

### **Responsibilities**

The Governing Body has overall responsibility for determining the content of the policy. The Headteacher has delegated responsibility for implementation. Any determinations with respect to individual parents/carers will be considered by the Headteacher and jointly approved by the Governing Body.

### **Optional Extras**

Charges will be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge will be made for provision of materials, books, instruments, or equipment. Optional extras are:

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- board and lodging for a pupil on a residential visit.

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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.

### **Voluntary Contributions**

The Headteacher and Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during or outside school hours which does not form part of ordinary curriculum provision
- school visits
- school equipment
- school funds generally

Any contribution requested is voluntary and no pupil will be excluded from the activity or treated differently because their parents have not made a contribution. However, where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

Any reference in this policy to “contributions” rather than “charges” means a voluntary contribution.

### **Educational Visits**

The school arranges regular educational visits for all pupils. The majority of these visits take place within school hours.

Visit locations are selected with potential costs in mind. The school endeavours to avoid very expensive locations and arranges competitive prices with local coach companies.

The school requests a contribution towards covering the costs of the visit. The school does not make a profit from these contributions. Any contribution requested will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating. It will 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.

If a child misses a trip through ill health and their parents have already contributed to the cost then the school will try to refund some of the money paid. The percentage refund will vary according to the factual circumstances but is unlikely to exceed 50% of the cost.

### **Residential Trips**

The Robert Drake Primary School will charge for the cost of board and lodging during residential school trips. This cost will not exceed the actual cost of the provision.

Where the trip takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following support benefits will, in addition to having a free school

lunch entitlement, also be entitled to the remission of board and lodging charges (funded by the Pupil Premium Grant):

- Universal Credit in prescribed circumstances (such circumstances to be prescribed when Universal Credit is fully rolled out);
- Income Support;
- Income Based Job Seekers Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14);
- The guarantee element of State Pension Credit;
- An income related employment and support allowance that was introduced on 27<sup>th</sup> October 2008 and

Guidance on school policies for Learning, Outside the Classroom, including charging is available at <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

### **Instrumental Music Tuition**

A charge will be made for instrumental music tuition provided individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent / carer. (See Charges for Music Tuition (England) Regulations 2007).

### **Swimming Lessons**

Parents/carers are asked for a voluntary contribution to cover costs of pool hire, transport and the swimming tutors.

### **Visiting Performers, Theatre Groups and Curriculum Experts**

During the school year the school may also arrange for various visitors to come into school to work with and perform to the children. The cost of these extras is usually met from school funds. However, occasionally the school may ask for a small contribution from parents/carers towards the total costs.

### **Charges for Finished Products**

The school will make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where the parents/carers have indicated in advance that they would like their child to bring home the finished product.

### **School Meals**

School meals are purchased from an outside provider and these are provided to children in receipt of Free School Meals entitlement at no cost. Key Stage 1 pupils are provided with a school meal at no cost under the Government's Universal Free School Meals Scheme. Key Stage 2 pupils and members of staff may purchase a meal at the price charged by the caterer. (Adult meals are subject to VAT). The school may add a small administration fee.

## **Clothing**

Although no charge is made for equipment for use in school in connection with education provided during school hours, clothing is specifically excluded from the definition of equipment. Parents/carers will therefore be asked to provide their children with such things as PE kit, protective aprons and sports kit.

## **Remissions**

### **A: Parents on Benefits**

Remission of charges for parents in receipt of Income Support, Income based Jobseeker's Allowance, Support under Part IV of the Immigration and Asylum Act 1999, or Child Tax Credit (provided that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue that does not exceed and an income related employment and support allowance

- The full cost of board and lodging on residential visits in school time
- The full cost of board and lodging on residential visits outside school time which are covered by the following criteria:
  - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
  - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 10 (ii) of the 1988 Act
- A proportion of the costs associated with individual tuition of the playing of a musical instrument, whether in or out of academy hours

### **B: General Remission**

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum. There may be occasions where two or three students receive additional music lessons together at a reduced cost.

### **C. Looked After Children**

No charge will be made for individual music tuition in respect of a pupil who is 'looked after' by a local authority (within the meaning of section 22(1) of the Children Act 1989.

In addition to the above remissions, the school may be able to assist parents who are experiencing particular hardship needs.

***Spring Term 2021***

***Date of next review: Spring Term 2022***