



Capel-le-Ferne Primary School

Charging and Remissions Policy November 2022

Date agreed by Governors	09.11.2022
Date of next review	Autumn 2025
Further information about policy	This policy should be reviewed every 3 years.
"Learning today for life tomorrow" Our Values: Independence, Creativity, Confidence, Respect	

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

The school day is defined as: 8.45am to 12.00noon 1.00pm to 3.00pm.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which compliments the information given in chapter 23 of 'A Guide to the Law for School Governors'.

Roles and responsibilities of Headteacher, other staff, governors

The **Headteacher** will ensure that the following applies:

No charges will be made for

- Education that is a necessary part of the National Curriculum. This includes any materials and equipment related to the activity
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education. This includes any materials, equipment and transport to take pupils between the school and the activity
- Tuition for pupils learning to play a musical instrument or singing if the tuition is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupils is being prepared for at the school entry for a prescribed public examination, if the pupil has been prepared for it at the school
- Examination re-sits if the pupil is being prepared for the re-sits at the school

Activities for which charges will be made

- Any materials, books, instruments, or equipment, where the child's parent wishes them to own them
- Optional Extras (see below)
- Music and singing tuition, in limited circumstances (see below)
- 50% of Counselling Services costs should a child receive this service from (trained MBACP DIP advanced counsellor)

Optional Extras

- Education provided outside of the school day that is not part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for or part of religious education
- Entry for an Examination where the pupil has not been prepared for the examination at the school
- Books, materials, instruments or equipment provided in connection with an optional extra
- Teaching staff engaged under a contract for services purely to provide the optional extra
- The cost/proportion of costs for teaching staff employed to provide music tuition where the tuition is an optional extra
- Board and lodgings for pupils on a residential visit
- Transport that is NOT required to take the pupil to school or to other premises where the LA/governing body have arranged for the pupil to be provided with education

Charges for optional extras

Optional activities outside of the school day

We will charge for optional, extra activities provided outside of the school day, for example resources used by children at an after school club, such as cookery ingredients or art materials.

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

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus. In this case, parents enter an agreement to pay charges due direct to instrument instructors.

Swimming

Contributions will be made for travel to and from the swimming pool. Children will not be denied access to swimming lessons if payment is not made.

Residential visits

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board, lodging and transport costs only. For pupils whose parents are in receipt of certain benefits, they may not be charged for board and lodgings costs.

Residential visits deemed to take place outside school hours

Charges for board, lodging and travel will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. For example where the residential includes an educational visit to a place of interest or outdoor and adventurous activities requiring specialist instructors. In such cases parents will be told how the charges were calculated.

Contributions

The staff and governors recognise the importance of activities. Whilst they may not be an essential part of the curriculum, they add value and enjoyment to the children. It may be necessary for contributions to be sought for such activities during the school day which entail additional costs. For example- visiting theatre companies, author, historical companies or visits to places of interest. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. However, an activity may be cancelled if not enough voluntary contributions are collected.

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising or from an agreed spend linked to Pupil Premium or Sports Premium.

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

Remissions

Pupils whose parents are in receipt of certain support payments, may be entitled to a remission of charges for board and lodging on residential visits which are part of the National Curriculum.

Support Benefits

Remissions will be made as above for pupils whose parents are in receipt of the following benefits

- Income Support
- Income-based Jobseeker's Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- Guaranteed element of State Pension Credit
- Income related employment and support allowance (that was introduced on 27 October 2008)

At the discretion of the headteacher other cases of hardship where parents are not in receipt of any of the above support may be considered to remit charges wholly or in part of