



# CHARGING AND REMISSIONS POLICY

*Member of staff responsible: Lorraine Shaw*

*Ratified by Governors: 11 May 2022*

*Next Review Date: May 2023*

*Review Cycle: Annually*

## **Policy aims**

This charging and remissions policy describes how we will do our best to ensure we can maintain a good range of visits and activities, and at the same time, try to minimise the financial barriers which may prevent some pupils from taking full advantage of the opportunities.

## **Purpose**

The purpose of this policy is to provide clarity over what the school may charge for and what we provide free of charge, to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum.

## **Definitions**

Charge: A fee payable for specifically defined activities and services.

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

The school day is defined as:

Nursery

8.30am – 3.30pm

KS1

Year 1 and Year 2

8.45am – 3.15pm

Reception

8.30am – 3.15pm

KS2

Year 3

8.45 am – 3.15pm

Year 4

9am-3.15pm

Year 5 & 6

8.30am-3.15pm

Please note that school hours do not include the staggered lunch breaks in the middle of the day.

## **Guidance, legislation documents and school policies**

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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts

It complements the school's Equality Diversity and Inclusion Policy, Debt Recovery Policy, Gifts and Hospitality Policy, Lettings Policy, and our Scale of Charges reference document.

## **Roles and responsibilities of Headteachers, governors and staff**

The governing body has overall responsibility for approving the charging and remissions policy and has delegated this responsibility to the Resources Committee, which will review it annually.

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that staff apply it consistently. The School Business Manager carries out this task during daily business and operations.

## **Where charges cannot be made**

### ***Education***

There is no charge for admission applications.

### ***During the school day***

All activities that are a necessary part of the national curriculum including religious education, will be provided free of charge. This includes any materials, the supply of books, instruments or other equipment, as well as transport to take pupils between the school and the activity. Voluntary contributions may be requested but in no way hinders a family unable to give.

### ***Education partly during the school day***

If a non-residential activity happens partly inside the school day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the school day.

Please note - if the bigger proportion of time spent falls outside of the normal school day, charges may be made. When such activities are arranged parents/carers will be told how the charges have been calculated.

### ***Representing the school***

There is no charge for clubs where pupils are chosen to represent the school, for example, when playing for the football, netball or athletics teams.

### ***Transport***

Transport provided in connection to an educational visit, taking pupils to or from the school premises where the local authority has a statutory obligation to provide transport, or where the local authority has arranged for a pupil to be educated cannot be charged for.

### ***Examinations***

If a pupil has been entered for a public examination or a resit arranged by the school that they have prepared for at school, there is no charge.

### ***School meals***

Pupils entitled to and registered for Free School Meals (FSM), or Universal Infant Free School Meals (UIFSM), will not be charged for meals provided by the school.

### **Where charges can be made**

#### ***Nursery Provision***

The school has a nursery for three and four year olds, and all are entitled to a minimum of 15 hours a week (mornings or afternoons) of free universal early years provision for 38 weeks of the year. The school receives funding to cover the cost of making this provision from the local authority through the early year's single funding formula. Some families are eligible for 30 hours of early years education funding but must apply online by visiting [www.childcarechoices.gov.uk](http://www.childcarechoices.gov.uk)

Parents who are not eligible for the additional 15 hours of government funding, can pay the school directly using ParentPay, for extra hours to allow them the flexibility and support to study or work over a longer time during the day. The allocation of places to parents paying for additional hours will be at the discretion of the Headteacher. We will benchmark our proposed costs against other early years providers and consider the affordability for our families while making sure to cover all our costs.

Parents and carers who pay for the additional 15 hours, must sign an agreement to pay their nursery fees on the scheduled dates, which will be provided by the school at the start of the academic year, new term or half term, as appropriate. One signed copy of this document will be retained by the parent or carer and the other copy will be kept on file. If the nursery fees are not paid by the dates prescribed in the schedule, the child will only be entitled to their universal 15 hours of free provision.

Parents will also be able to pay for additional extensions to their child's day by including lunchtime supervision for an additional hour on top of their AM or PM placement, an extra hour from 2.30pm to 3.30pm for families in receipt of 30 hours of free childcare, as well as breakfast and afterschool club provision to top-and-tail the school day.

#### ***Breakfast Club and After School Club***

There is a charge for Breakfast and After School Club, and prices are kept as low as possible to allow children to have a healthy meal at the start of their school day. Wrap-around prices are benchmarked across similar provisions in neighbouring schools. Due consideration will be made for looked after children, pupils in receipt of Pupil Premium and for families who experience hardship. However, the school will endeavour to cover the cost of running the club and may need to increase prices in keeping with rising costs.

Parents will have the choice to send their children to these out-of-school-hours activities and must agree to meet the cost for their child to participate. Parents must book their

child's place a term in advance, and will be charged for each day booked, using ParentPay, even if their child does not attend. Parents must sign to accept Terms and Conditions to use the provision.

Parents eligible for Tax-Free Childcare can apply [apply online](#) for a childcare account and get up to £500 every 3 months for each child to help with the costs of any of our childcare services. This goes up to £1,000 every 3 months if a child is disabled.

### ***Holiday clubs***

Clubs or holiday camps held during the school holidays, either as the main provider, or using an external provider, and will be open to pupils who attend the school as well as children from our local community. Places should be booked in advance to secure a place but if places are available on particular days during the holidays, parents may be able to pay on the day, at the start of the club. Parents will be charged per day for a place for their child even if the child does not attend, and in these circumstances the school will use its discretion to decide whether the full amount is charged or if a discount is appropriate.

### ***Residential trips***

Charges will be made for board and lodging and activities undertaken on residential stays. The school cannot provide financial support for those families unable to pay for such residential trips. However, a special programme of activities will be offered by the school to those children who do not take part in a residential stay and where that stay takes place in term time on normal school days.

A voluntary contribution may be requested towards the cost of these activities, but no child will be prevented from participating because their parents or carers cannot or will not contribute.

### ***Educational materials and resources***

The school can charge for any materials, school uniform and accessories, books, music and vocal tuition, instruments, or equipment, where the child's parent wishes him to own them. It will also charge for the cost of replacement books that have been lost or damaged by pupils.

The school also reserves the right to recover the cost to repair any damage made to school property, or replace equipment, where it is proved that a staff member, contractor, parent, carer, child or visitor has caused the damage, whether intentional or unintentional.

### ***Music Tuition***

The law states that all education provided during school hours must be free, however music tuition, such as, tuition in singing and playing a musical instrument, is an exception to this rule.

Charges may be made for teaching either an individual pupil or groups of any appropriate size, provided that the size of the group is based on sound pedagogical principles, to play a musical instrument or to sing during school hours, if it is provided at the request of the parent.

### ***Optional activities outside of the school day***

We may charge for optional, extra activities provided outside of the school day, for example, sports, science, arts or ICT clubs. Such activities are not part of the national curriculum or religious education, nor are they part of an examination syllabus.

The school will consider cases of hardship on a case by case basis. It will use its discretion to offer reductions or remissions, for optional activities outside of the school day, to children who are in care or eligible for Pupil Premium funding.

### ***Lettings***

Where possible and appropriate, the school will make its facilities available (either directly or through an authorised company) to the community, groups and individuals, giving priority for use with educational, health or wellbeing objectives. See the school's Lettings Policy for more details.

### ***Lates***

The school reserves the right to charge parents and carers for persistent late drop-offs and collections and warnings will be issued before action is taken. Children who come to school on time, and are in class on time, feel happy and secure. Children who are collected on time are spared feelings of anxiety. Children arriving late must go to the School Office and register as late for the school's records. This procedure helps us to keep the school running smoothly and helps keep our pupils safe and secure.

### ***Professional services***

The school will charge for professional services to other schools, academies, companies and organisations, including ICT, Positive Handling, Maths Mastery expertise, the use of experienced teaching and support staff (in the capacity of advisor or consultant) and any product created by Bush Hill Park Primary School staff using school resources.

### ***Calculating charges***

When 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. Final costs charged will be rounded up to the nearest pound.

Support for cases of hardship will come through fundraising or income for disadvantaged pupils (Pupil Premium). Parents or carers who would qualify for support are those who are in receipt of *Income Support Child Tax Credit, Income-based Jobseeker's Allowance or Asylum seekers support, Child Tax Credit, State Pension Credit and Income-Related Employment and Support Allowance.*

There will be no levy on those who can pay to support those who cannot.

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

### **Voluntary contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs which might not otherwise be possible. For example, for cooking materials, a theatre group performance or science or history presentation or visits to museums or other locations, including transport costs. If the activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents at the outset.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then the activity or visit will be cancelled.

### **Arrangements for monitoring and evaluation**

The Resources Committee will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, any remissions or subsidies awarded (without giving names) and the source of any subsidies.