

FIVE WAYS PRIMARY SCHOOL



CHARGES AND REMISSIONS POLICY

2023-2024

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1. Aims

At Five Ways Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore we aim 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 made, including school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

- **Charge** - a fee payable for specifically defined activities
- **Remission** - the cancellation of a charge which would normally be payable
- **Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school
- **Extended School Provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends
- **External Lettings** – letting to an organisation other than the school
- **Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal

4. Roles and responsibilities

4.1 The Governing Body

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 Body also has overall responsibility for monitoring the implementation of this policy. At Five

Ways School, responsibility for approving and implementing the Charging and Remissions Policy has been delegated to the Finance Committee.

4.2 The Headteacher

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

4.3 Staff

Our staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher/School Business Manager of any specific circumstances which they are unsure about, or where they are not certain if the policy applies. The School Business Manager will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

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

5. Prohibition of Charges

The Governing Body of the School recognises that the legislation prohibits charges for the following:

- Books, materials, equipment and instruction in connection with the National Curriculum taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
- Instrumental or vocal tuition for individual pupils or pupils in small groups or individually, e.g. choir or band rehearsals
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- School meals for pupils registered for Free School Meals or Universal Infant Free School Meals

- 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 or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the schools basic curriculum for religious education
- 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 religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local education authority 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 trip

6. Charges

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.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

- Optional extras (see below) Music and vocal tuition if this at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.
- Community facilities (please see separate Letting Policy)

6.2 Optional extras

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required.

Extended School Provision

Breakfast Club

£6.50 per session to include breakfast
50% retainer fee for absence if notified in advance

After School Club

£9.50 per session to include snack
50% retainer fee for absence if notified in advance

Nursery Wraparound Care

£4.50 for lunch session only
£16.50 for lunch & additional afternoon session
£12 top up fee for pupils staying for 32.5 hrs but entitled to 30 hrs

A £25 late payment fee will apply to all Extended Provision Contracts where payment is received after the end of the billing month.

A £5 per child late collection fee for any pupil collected after 5:30pm

A £5 admin fee will apply for any forms completed on behalf of the parent.

6.3 Residential visits

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

6.4 Visits outside the school day

The proportionate costs (for an individual child) of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:

- travel
- materials and equipment

- non-teaching staff costs
- entrance fees
- insurance costs

6.5 Music tuition

Individual or group tuition in the playing of a musical instrument:

Keyboard - £5.50 per lesson
 Guitar - £5.50 per lesson
 Clarinet - £5.50 per lesson

6.6 Extra-curricular activities and school clubs

We have many clubs that run at different times of the year after school, which provide a rich and varied programme of activities. They are run by individuals or organisations and are usually charged for. Information is sent out in advance to notify parents/carers of what is available and the cost for each session/term. These clubs can include free or subsidised places for qualifying pupils.

6.7 Lost/damaged school property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book.

6.8 Daily snack provision for pupils in Early Years and Key Stage 1

£40 annually payable either in full at the start of the academic year or at the start of each term as follows;

Autumn Term - £14
 Spring Term - £13
 Summer Term - £13

6.9 Letting of the school premises or grounds

Hall

Evening lettings hourly rate - £25 per hour for the first hour, £15 per hour thereafter for subsequent hours within the same session.

Daily rate during school holidays - £70 per day plus additional cost for external key holder charges for both opening and locking up, currently £15 each visit. Total £100.

School Field

Evening lettings hourly rate - £15 per hour (unless access to toilet facilities in school building are required, then the same rates as the hall charges would apply).

Daily rate during school holidays £30 (unless access to toilet facilities in school building are required, then the same rates as the hall charges would apply)

VAT will be charged where applicable.

The Headteacher and/or Governing Body may alter (temporarily) these charges to allow for certain circumstances, for example, the initial few meetings of a particular group or to maintain a 'long serving' community letting during certain periods. The school must NOT subsidise any letting.

6.10 Items available via the school office

Airflow Balls -	70p each
Water Bottles -	£1.00 each
School Caps -	£4 each
Woolley Hats -	£4 each
Book Bags -	£4 each
Word Folders -	£2.50 each
P.E. Bags -	£4 each

6.11 Other

Any other education, transport or examination fee unless charges are specifically prohibited

Charges for materials or ingredients where the pupils wish to have the finished product

Consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary.

- for lettings, the charge should at least cover the cost, including:
Services (heat & light)
Staffing (security, caretaking & cleaning where appropriate)
Administration
Wear & tear (sinking fund)

6.12 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 during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include: visits from professionals including authors, performers, activity days, workshops and trips.

No 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 may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents. If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. At times the school will pay additional costs in order to support the visit.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay will not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the Headteacher.

7. Remissions

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

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Income Support
- Income Based Job Seekers Allowance. Please note the 'new style' job seekers allowance is not a qualifying benefit, as this is

based upon payment of National Insurance contributions and not the household income

- Income Related Employment and Support Allowance. Please note the 'new style' employment and support allowance is not a qualifying benefit, as this is based upon payment of National Insurance contributions and not the household income
- Eligible for Child Tax Credit **but not** Working Tax Credit and the household income (as used by HMRC to assess tax credits) is not more than £16,190. **Please note:** anyone eligible for Working Tax Credit, or if you have a partner and they receive it, regardless of Income, you will not qualify
- The Guarantee element of State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- In receipt of the 4 week run on of working tax credit (this is where someone becomes unemployed or reduces their hours and so is no longer entitled to working tax credit but will continue to receive it for a further 4 weeks and is entitled to free meals during that time)
- Universal credit (provided you have an annual net earned household income of no more than £7,400 as assessed by earnings from up to three of your most recent assessment periods). Your net earned income is your household income after taxes and deductions and does not include income from Universal Credit or any other benefits you may receive.

Children being fostered are not normally eligible to claim free school meals as the fostering allowance paid is intended to cover the cost of the provision of meals for the child.

Additional criteria from April 2022 for families with no recourse to public funds (NRPF)

- Zambrano carers
- families who have no recourse to public funds with a right to remain in the UK on grounds of private and family life under Article 8 of the European Convention on Human Rights

- families receiving support under Section 17 of the Children Act 1989 who are also subject to a no recourse to public funds restriction
- a subset of failed asylum seekers supported under Section 4 of the Immigration and Asylum Act 1999
- Chen carers
- families holding a [BN\(O\) passport](#)
- spousal visa holders
- work visa holders
- student visa holders
- those with no immigration status
- For all these groups the annual household income must be below £22,700 for a family with one child and below £26,300 for a family with 2 or more children
- In addition to the thresholds mentioned above, families must hold no more than £16,000 in capital and savings.

Families who wish to apply under this criteria will need to complete a [different application form](#) and provide supporting evidence.

10. Monitoring arrangements

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

Date of policy approval: 24/05/2023

Date of next policy review: Summer Term 2024

R Burden: _____ (Chair of Governors)

R Mander: _____ (Headteacher)