Charging and remissions policy

Approved by:	**Full Governing Board**
Date:	**1st February 2024**
Next review due by:	**October 2028**

St. Leonard's C.E. Primary School (St Leonard's) is a Church of England School. All policies implemented across the school support the creation of a learning culture which celebrates our Christian vision of preparing children for "Life in All its Fullness" and our core values of Love, Respect and Responsibility.

Our catalogue of school policies can be found on our website at *'School Policies and Procedures'* under the *'Information'* tab. You can also find a glossary of terms under *'key information*' which you may find helpful as it explains any educational jargon.

In addition under the *'School'* tab there are further details setting out St Leonard's Ethos, Vision and values and the roles and responsibilities of the Head Teacher, Staff and Governors.

Rationale

1. This policy explains the process and practice at St Leonards for charging for school activities as set out in law by sections 449 – 462 of the Education Act 1996.

Where charges cannot be made

2. Below we set out what we **cannot** charge for:

<u>Education</u>

a) Admission applications;

b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);

c) Education provided outside school hours if it is part of:

   i. The national curriculum; a syllabus for a prescribed public examination that the pupil is being prepared for at the school; and/or

   ii. Religious education

d) Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;

e) Entry for a prescribed public examination if the pupil has been prepared for it at the school; and

f) Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

Transport

a) Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport;

b) Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated;

c) Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school; and

d) Transport provided in connection with an educational visit.

Residential visits

a) Education provided on any visit that takes place during school hours;

b) Education provided on any visit that takes place outside school hours if it is part of:

i. The national curriculum;

ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school;

iii. Religious education; and

iv. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Where charges can be made

3. Below we set out what we **can** charge for:

Education

a) Any materials, books, instruments or equipment, where the child's parent wishes him or her

to own them;

b) Optional extras;

c) Music and vocal tuition, in limited circumstances;

d) Certain early years provision;

e) Community facilities; and

f) 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 a syllabus.

Optional extras

4. 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:
   a) Education provided outside of school time that is not part of:
      i. The national curriculum;
      ii. A syllabus for a prescribed public examination that the pupil is being prepared for at the school; and
      iii. Religious education.
   b) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
   c) Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education);
   d) Board and lodging for a pupil on a residential visit; and
   e) Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions).

5. When calculating the cost of optional extras, an amount may be included in relation to:
   a) Any materials, books, instruments or equipment provided in connection with the optional extra;
   b) The cost of buildings and accommodation;
   c) Non-teaching staff;
   d) Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra); and
   e) 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.
6. 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.
7. 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.
8. 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.
9. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

10. 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.
11. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
12. Charges cannot be made:
    a) If the teaching is an essential part of the national curriculum;
    b) If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme; and
    c) For a pupil who is looked after by a local authority.

Residential visits

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

Voluntary contributions

14. 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.
15. Some activities for which the school may ask parents for voluntary contributions include:
16. School trips, school residential, transport costs to sports activities, contributions in the Early Years department (please see EY information for details of this).
17. There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.
18. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for

19. The school will charge for the following activities:
    a) Breakfast Club and After School Club;
        i. The costs for these are calculated on the total running costs of the club for 33 pupils.
    b) Nursery additional hours where 30 hours funding is not available;
        i. The cost of this is calculated as a weekly charge at cost price to provide this service.
    c) Activity Clubs;
        i. The cost of these have been agreed by the Governors.

20. For regular activities, the charges for each activity will be determined by the governing board and reviewed in May each year. Parents will be informed of the charges for the coming year in July each year.

Remissions

21. 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 board and will depend on the activity in question.

Remissions for residential visits

22. Parents who can prove they are in receipt of any of the following benefits will be entitled to a 50% reduction for one residential visit in LKS2 (Year 3/4) and one residential visit in UKS2 (Y5/6)

    a) Income Support;

    b) Income-based Jobseeker's Allowance;

    c) Income-related Employment and Support Allowance;

    d) Support under part VI of the Immigration and Asylum Act 1999;

    e) The guaranteed element of Pension Credit;

    f) Child Tax Credit;

        i. provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190

    g) Working Tax Credit run-on; and

        i. this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit

    h) Universal Credit;

        i. if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits

23. The Head Teacher will also consider requests for reduction where there have been significant events in a child's life, during the previous year, which have had a significant impact on the health and wellbeing of the child.

Monitoring arrangements

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

25. This policy will be reviewed by School Business Manager every two years and at every review, the policy will be approved by the Resources Committee.

26. This policy should be read in conjunction with the following government guidance and internal school policies.

Government guidance:

- *Department for Education (DfE) Charging for school activities*

  Guidance overview: Charging for school activities - GOV.UK (www.gov.uk)