



Eardisley C.E. Primary School

CHARGING and REMISSIONS POLICY

July 2023

Introduction

The Governors of Eardisley C.E. Primary School recognise the tremendous support given by the parents to the school's activities and events. All education during school hours is free. We do not charge for any normal activity undertaken as part of the National Curriculum, with the exception of individual or group music tuition. However, there may be some occasions where it is necessary to make a small charge to cover additional costs in order to provide curriculum enhancement.

Aims

Our school aims 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

Legislation and guidance

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](#).

Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing board

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 board also has overall responsibility for monitoring the implementation of this policy.

Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

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

Where charges cannot be made

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

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school

Residential visits

- 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

Where charges can be made

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

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities

Optional extras

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:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- 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)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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
- Support staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 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

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.

Music tuition

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.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

Residential visits

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

Voluntary contributions

As an exception to the requirements set out the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities we charge for

The school will charge for the following activities:

- Swallows After School Club

For regular activities, the charges for each activity will be determined by the governing board and reviewed each year. Parents will be informed of the charges in light of any changes.

Remissions

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

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Voluntary contributions

Headteachers or governing bodies may ask parents for a voluntary contribution towards the cost of:

- Any activity which takes place during school hours;

- School equipment
- School funds generally

If an activity/trip is directly linked to the National Curriculum and within school hours the school will generally meet the cost of the activity but may request that parents and others make voluntary contributions where these costs would stretch the resources of the school.

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others. 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 allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events

Residential visits

Residential visits take place mainly in school time and are an opportunity to develop social and emotional and physical skills in a unique setting. The school always seeks best value for money and where possible, school funds, fundraising and grants are used to help cover the costs. Parents are asked to provide the funds to cover board and lodging and transport which the Governing Body is permitted to charge parents for. The cost of board and lodging on non-chargeable residential trips will be remitted for parents who are in receipt of certain benefits on request. No child will be excluded from such an activity because they cannot pay the cost.

Music

All children study music as part of the normal school curriculum. We do not charge for this. Specialist music teachers coming into school to teach specific instruments charge parents directly for these lessons. Private individual music tuition is offered and those in receipt of Pupil Premium Grant are able to access this free of charge.

Swimming T

The school organises swimming lessons for all children in Key Stage 1 and 2. These take place in school time and are part of the National Curriculum. We make no charge for pool hire or tuition but we do ask parents for voluntary contributions towards the cost of transport. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons.

Extra-curricular and After School Activities

We are pleased to be able to offer a rich and varied menu of activities at this school. At the moment we provide these free of charge to the parents but in order to remain sustainable this may change in the future and we would have to ask parents for payments. In this case, individual cases would be considered. Each activity would be considered on its own merit and may be withdrawn if costs are not met.

Pupil Premium

At times, the school may consider it appropriate to use the Pupil Premium to fund music tuition and other costs for eligible pupils. Children in receipt of PPG who have been eligible for FSM (Deprivation based) during their time at our school may have costs such as swimming and trips waived or reduced in cases where we have received the actual PPG funding. They may also have assistance with other school costs. For high cost trips such as residentials, the above conditions apply to PPG pupils but we usually expect parents to pay a certain proportion to show their commitment and the school will pay the remainder. However, the cost of board and lodging on non-chargeable residential trips will be remitted for parents who are in receipt of certain benefits on request. All cases will be assessed on an individual basis.

Looked After Children Funding

Payment of costs incurred by Looked After Children will be by prior discussion and arrangement. Freedom of Information Act – Publication Scheme Certain school publications available to the public may be subject to a charge. Details of these charges are available in Eardisley C.E. Primary School Publication Scheme available on request.

Monitoring arrangements

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually by the governors.