

NINE ACRES COMMUNITY PRIMARY SCHOOL


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We are *Articulate* We are *Passionate* We are *Persuasive* We are *Positively Influencing The World Around Us*

'Striving for Excellence'

Charging and Remissions Policy

Nine Acres Primary School

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| Approved By: |  |
| Approval Date: | 18 th April 2024 |
| Review Frequency: | Every three years |
| Next Review Due: | April 27 |



Introduction

The Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Headteacher and Governing Body aim to promote and provide such experiences for the pupils of the schools, both as part of a broad and balanced curriculum and as additional optional activities, including clubs, visits and residential experiences.

However, many of these activities have an associated cost and cannot be provided unless voluntary contributions are received or parents are charged.

This policy will set out the circumstances in which charges will or will not be made for school activities and when charges may be waived in order to ensure that all pupils have an equal opportunity to benefit from school visits, curricular and extra-curricular activities.

Statement

The policy complies with the requirements of Sections 449-462 of the Education Act 1996 and DfE Charging for School Activities latest publication (May 2018)

Where 'parent' is referred to this will include adults with a responsibility for the pupil.

We aim: -

- To make school activities accessible to all pupils regardless of family income
- To encourage and promote external activities which give added value to the curriculum
- To provide a process which allows activities to take place at a minimum cost to parents, pupils and the school
- To respond to the wide variations in family income while not adding additional unexpected burdens to the school budget.

Voluntary Contributions

- We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset.
- No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.
- If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- We will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- When additional activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity. These activities are known as 'optional extras'.
- Examples of additional activities organised by the school, which require voluntary contributions from parents, include: outdoor adventure activities; visits to places of educational value; and the travel and activity elements of residential visits held largely within school time.
- We will not charge parents for education provided during school hours or education provided outside school hours if it is part of the national curriculum or part of religious education.
- Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Charges

The Governing Board reserves the right to make a charge in the following circumstances for activities organised by the school:

- **Activities in school hours:** Charges may be made for the board and lodging element of residential activities that take place mainly during school hours.
- **Activities out of school hours:** A charge will be made to cover the full cost of each pupil of the activities deemed to be 'optional extras' taking place outside school hours e.g. theatre visits, sporting and musical events.
- **Clubs:** A set charge will be made for any after school enrichment clubs offered to pupils which will be used to offset expenditure incurred in providing these clubs/services.
- **Materials:** Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for cooking, Design and Technology, Art and Design.
- **Breakages/Loss:** Parents/carers will be asked to pay the full cost or a reasonable amount towards the cost of damages or repairs where this is the result of poor pupil behaviour e.g. replacing a broken window; repairing damage to buildings, furniture and fittings; or defaced, damaged or lost books/instruments.
- **Community use:** Schools are allowed to provide facilities that can be used by the local community, for example out of hours/holiday childcare or sports sessions. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and/or on community facilities.

Private Music Tuition

- All children study music as part of the normal school curriculum. A part of this the children learn to play a number of musical instruments. We do not charge for this.
- There is a charge for private individual or group music tuition if this is not part of the National Curriculum.
- Private music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- The charges are set by Wight Music Tuition and are payable directly to them by parents.
- Parents/carers will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.
- No charge will be made for vocal or instrumental tuition in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children Act 1989). This will be charged to school by Wight Music Tuition

Transport

We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated (such as specialist provision).
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

Residential Visits

We will not charge for:

- The cost of supply teachers to cover for teachers accompanying pupils on 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 or part of religious education.
- If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

Remissions

- In the cases of family/financial hardship, the Governing Board will invite parents/guardians to apply in confidence for the remission of charge in part or in full. Authorisation of remission will be made by the Headteacher.
- Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - 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 State Pension Credit - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
 - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit
 - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- If the full cost of the trip/activity cannot be met through sufficient voluntary contributions, the trip/activity will be cancelled.

School Trip Refunds

- All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.
- In the event that a school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account the cost to the school, including the cost of any alternative provision.
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip. The Headteacher will consider the options available, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that a pupil or their parents cancel their place on a trip, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.
- In the event that a pupil cannot attend a trip at the last minute (e.g. due to illness), it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.
- Excess expenditure will be subsidised by the school.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged as appropriate.

Private Request Fees

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitor reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £15 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.