

# Upham CE (A) Primary School

## Policy for Charging and Remissions



Approved by Governors – 9 May 2022

Review date – May 2025

Reviewed by: *S.Beloe*

# Upham CE (A) Primary School

## **CHARGING & REMISSIONS POLICY**

Section 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by the local authorities in England.

This charging and remissions policy for Upham Primary School has been reviewed in conjunction with the updated May 2018 DfE department advice for charging for school activities.

### **Aim**

The aim of the policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

### **Responsibilities**

The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation. Any determinations with respect to individual parent will be considered jointly by the Headteacher and Governing Body.

### **Prohibition of Charges**

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

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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, 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;
- 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 examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- 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 authority has arranged for pupils to be educated
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for the examination at the school
- transport provided in connection with an educational visit (though a voluntary contribution could be requested through optional extras – see chargeable activities section in this document)

## **Chargeable Activities**

- board and lodgings on residential visits (not to exceed the costs)
- the proportionate costs for an individual child for activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  1. travel transport
  2. materials and equipment
  3. external non-teaching staff costs in relation to external activities
  4. trip entrance fees
- Specialist small group tuition in the playing of a musical instrument provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.
- any other education, transport or examination fee (such as music exams) unless charges are specifically prohibited.
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extracurricular activities and school clubs staffed by external providers
- extracurricular provision by school staff e.g. Breakfast Club

Where external providers are used, the use of school facilities (hall, field, lighting and heating etc.) will not be charged for if the activity/club is adding enriching experiences for children or contributing to childcare arrangements.

## **Remissions**

Children whose parents are in receipt of certain benefits may be exempt from paying the cost of board and lodging during residential school trips. The head teacher will inform all parents of this right.

The cost of chargeable activities may be subsidised / covered from Pupil Premium Funding at the Headteacher's discretion to assist student participation and to maximise inclusion and involvement

## **Voluntary Contributions**

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parent/carers at the outset, although there is no obligation to make any contribution.

Pupils will not be excluded from an activity simply because their parents/carers are unwilling or unable to pay. It must be outlined that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the school has no option but to cancel the visit/activity.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Parents will be invited to make a voluntary contribution for the following:

- School curricular trips during the normal school day. Costs are likely to include transportation, entrance and third-party staffing costs. Costs will not include those for existing school staff.
- Specific curricular events involving visitors where the purpose is to add depth of experience not as part of School Improvement Plan work to raise standards
- The cost of certain sporting activities that occur off site, such as swimming, where specialist staff and facilities are required.

The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents an obligatory charge. In addition, the following will be made clear to parents:

- That the contribution is genuinely voluntary; and
- That the registered pupils at the school will not be treated differently according to whether or not their parents have made a contribution in response to the request.

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

Voluntary contributions will be used to pay for the costs of the activity (including transport and external staffing).