



# **Bevendean Primary School and Nursery**

## **Charging and Remissions Policy**

This policy was written in **January 2023**

This Policy is due for review in **January 2024**

### **1. Aims**

Bevendean Primary School and Nursery 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 be made
- Ensure that the Headteacher and the Governing Body recognises the value of providing a wide range of experiences to enrich and extend pupils' learning opportunities
- To make school activities accessible to all pupils regardless of family income and to contribute to pupils' personal development
- 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

### **2. Legislation and Guidance**

**2.1** This policy is based on guidance from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), which set out the law on charging for school activities in maintained schools in England.

#### **2.2 Education During School Hours**

The DfE in its guidance to School Governors states, "Education provided during school hours must be free. The definition of "education" includes materials, equipment and transport provided in school hours by school to carry pupils between the school and an activity." It goes on to advise, "Although schools cannot charge for school time activities, they may still invite parents and others to make voluntary contributions".

When additional costs are incurred by Bevendean Primary School and Nursery to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

### **3. Definitions**

- Charge: a fee payable for specifically defined activities
- Parent: adults with the responsibility for a child attending the school
- Remission: the cancellation of a charge which would normally be payable

### **4. Roles and Responsibilities**

#### **4.1 The Governing Body**

- The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee.
- The Governing Board also has overall responsibility for monitoring the implementation of this policy.
- At Bevendean Primary School and Nursery, the responsibility for approving the charging and remissions policy has been delegated to the Finance, Pay & Personnel 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**

School 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 Senior Leadership Team will provide staff with appropriate training in relation to this policy and its implementation.
- Phase Leads within the school will ensure that school staff develop secure relationships with parents and communicate expectations and arrangements

#### **4.4 Parents**

- Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the charging and remissions policy.
- Parents can contact their child's class teacher or the Headteacher if they wish to discuss any matter in relation to element within this policy.

## 5. Charging for Education

5.1 Bevendean Primary School and Nursery will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits 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 Body 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
- Transport provided in connection with an educational visit
- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

5.2 Bevendean Primary School and Nursery can charge parents for the following:

- Residential trips to cover lodging and board
- Extra-curricular clubs that are run by external providers
- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Vocational tuition (in certain circumstances)
- Use of community facilities
- Breakfast Club Provision
- board and lodging and the charge must not exceed the actual cost for residential visits

5.3 Bevendean Primary School and Nursery may charge parents for the following optional extras:

- Transport costs for sporting / musical or any other off-site event that children are partaking in
- Education provided outside of school time that is not:
  - Part of the national curriculum
  - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - RE
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Extended day services offered to pupils

5.4 When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

5.5 The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

5.6 The school will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge.

5.7 If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

5.8 The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

5.9 Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

5.10 If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

5.11 The Governing Body reserves the right to make a charge for the activities and items detailed below:

- Trips which are not part of the school curriculum or are outside the school day (i.e. Weekend residential)
- Damage to school property – the school might request a voluntary contribution for the cost replacing or repairing an item of school property where this is a result of a pupil’s behaviour.
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Damage to school books (Reading scheme)
- Lost School Equipment, Books etc. - Parents will be expected to replace or pay for the cost of lost items of School property.

## **6. 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 to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- school residential trips;
- visits to educational centres;
- visits to places of special interest;
- visits to the theatre;
- visits to the cinema;
- musical events.

This list is not exhaustive and there may be other activities which will incur a voluntary contribution charge. 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.

## **7. Remissions**

7.1 Remissions for residential visits:

There may be cases of family hardship, which makes it difficult for pupils to take part in other particular activities for which a charge is made. Parents who can prove they are in receipt of the following benefits will not be charged from paying the cost of board and lodging for residential visits (however a voluntary contribution may be requested):

- 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 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)

7.2 When arranging a chargeable activity, the Headteacher will invite parents to apply in confidence for the remission of charges in part or in full. The Headteacher will make authorisation of remission. To ensure all pupils have access to Residential Trips provided by the school, the school will:

- communicate all information and arrangements with parents well in advance of the event taking place
- discuss and set-up a personalised payment plan i.e. through ParentPay

7.3 The school will try to support parents in financial difficulty to send their children on visits and activities. This is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip or activity cannot be met through assistance funding and voluntary contributions, the trip or activity may be cancelled. Parents in receipt of any of the benefits listed in 7.1 may request assistance with the costs of activities.

## **8. Voluntary Contributions**

8.1 Voluntary contributions may be requested to help with providing activities even though they may be part of the normal school day or part of the National Curriculum.

8.2 If voluntary contributions are requested for an activity it should be clearly understood that there is no obligation to contribute and that if the parent is unable or unwilling to pay, the child will not be excluded from the activity.

8.3 If sufficient contributions are not received the activity may be cancelled.

## **9. Residential Activity**

9.1 The DfE in its guidance to School Governors states that “For a residential activity taking place largely during school time, or essential to the education provided at the school, no charge may be made for either the education or the costs of the travel. However, charges may be requested for board and lodging in these circumstances, except for pupils who are receiving Income Support or Family Credit who may request

support. The Headteacher will tell all parents of the right to claim free activities if they are in receipt of these benefits.”

9.2 A voluntary contribution will be requested for such activities and an agreement will be made to determine the contribution made by the school.

## **10. Photocopying**

Any photocopying that is requested by parents relating to their child, under the ‘Freedom of Information Act’, will be charged at cost.

## **11. School Trip Refunds**

11.1 All initial deposits for school trips will be non-refundable unless the school chooses to cancel. Parents will be informed of this when they are provided with initial information about the trip.

11.2 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 alternative provision cost.

11.3 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 which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

11.4 In the event that a pupil or their parents cancel the pupil’s place on a trip, it is at the Headteacher’s discretion as to whether a refund is given. 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.

11.5 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, taking 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.

11.6 Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school’s account.

11.7 The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

11.8 If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

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