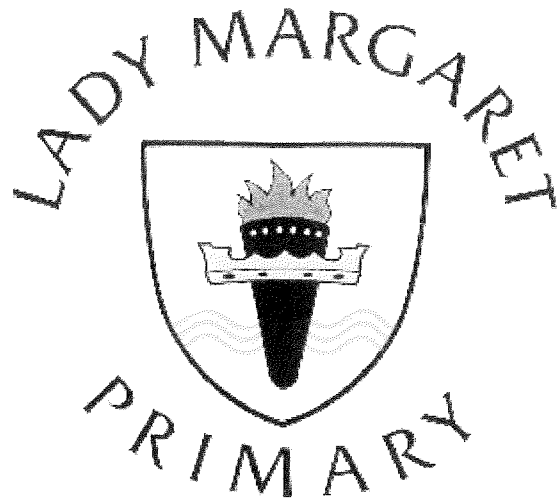


# Lady Margaret Primary School



*Where children come FIRST*

## Charging and Remission Policy

**Approved by:** Resources Committee **Date:** 22<sup>nd</sup> November 2018

**Last reviewed on:** November 2015

**Next review due by:** November 2019

**Signed by:**

A handwritten signature in black ink, appearing to be 'Phe', is written over the 'Signed by:' label.

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This policy supports the **Rights Respecting principles** adopted by Lady Margaret Primary School and is particular relevant to the following articles:

### Article 3

The best interests of the child must be a top priority in all things that affect children.

### Article 15

Every child has the right to meet with other children and to join groups and organisations, as long as this does not stop other people from enjoying their rights.

### Article 27

Every child has the right to a standard of living that is good enough to meet their physical, social and mental needs. Governments must help families who cannot afford to provide this.

### Article 28

Every child has the right to an education. Primary education must be free. Secondary education must be available for every child. Discipline in schools must respect children's dignity. Richer countries must help poorer countries achieve this.

### Article 29

Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights as well as respect for their parents, their own and other cultures, and the environment.

### Article 31

Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

## **1. Introduction**

The governing body recognises the valuable contribution that the wide range of additional activities including clubs and trips, can make towards pupils' personal and social education and will wherever possible ensure that each child goes on a trip or has a visitor to class each term.

The governing body aims to promote such activities both as part of a broad balanced curriculum for the pupils and as additional optional extras.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents'/carers' financial means.

This policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England,

The governing body of Lady Margaret Primary School have, determined that the school may make charges and seek voluntary contributions from parents for school activities provided for registered pupils at the school on the basis of the information set out in the main part of this document.

## **2. 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 be made

## **3. 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 449-462 of which set out the law on charging for school activities in maintained schools in England.

## **4. Definitions**

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

## **5. Roles and responsibilities**

### **4.1 The governing body**

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.

In our school, monitoring the implementation of this policy has been delegated to the resources 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**

Our 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.

### **4.4 Parents**

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

## **6. Where charges cannot be made**

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

### **5.1 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

## **5.2 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

Transport provided in connection with an educational visit

## **5.3 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

## **7. Where charges can be made**

Below we set out **what the school can charge for**.

### **6.1 Education**

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

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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
- Non-teaching 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.

### **6.3 Music tuition**

The school 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

### **6.4 Residential visits**

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

## **8. 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
- visits to the theatre
- school trips
- musical events
- theatre companies visiting the school
- Workshops delivered by visiting companies.

**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.

If the activity is cancelled all monies paid will be returned to parents/carers.

Any voluntary contribution asked for in respect of an activity or visit will not exceed the total cost to the school divided equally by the number of pupils participating. It will therefore never include any element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to contribute the full amount.

The school is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no pupil is excluded from an activity because the parents/carers of that pupil are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled. The identity of the pupil or parents/carers of the pupil who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

The school often subsidises some of the day trip costs in order to support a visit.

## **9. Activities this school charges for**

The school will charge for the following activities:

- After school clubs
- Sports clubs outside school hours

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

## **10. 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.

### **9.1 Remissions for residential visits**

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

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190
- The guarantee element of State Pension Credit



- An income related employment and support allowance that was introduced on 27 October 2008

The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Authorisation for such remission will be made by the Headteacher in consultation with the Chair of Governors.

## **11. Monitoring arrangements**

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

This policy will be reviewed by the headteacher every 2 years. At every review, the policy will be approved by resource committee.

