



Charging and Remissions Policy

June 2020

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Policy amendments may occur at any time and you should consult the Policies page on the website for the latest update.

Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Definitions	3
4. Roles and responsibilities	3
5. Where charges cannot be made	4
6. Where charges can be made.....	5
7. Voluntary contributions	6
8. Remissions.....	6
9. Monitoring arrangements	6

1. Aims

At Coates Way School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development. Therefore, this we aim 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

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

☐ Charge: a fee payable for specifically defined activities

☐ Remission: the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 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.

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee

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.

5. Where charges cannot be made

In accordance to the guidelines Coates Way School will not charge for:

5.1

Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.

All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.

Admission applications

Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

School meals for pupils registered for Free School Meals

5.2 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:

- o The national curriculum
- o A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- o Religious education

Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

5.3 Swimming

The school organises swimming lessons for children in Years 3, 4 and 5. These take place in school time and are part of the National Curriculum. We request a voluntary contribution for this activity. We inform parents when these lessons are to take place.

6. Where charges can be made

Below we set out **what Coates Way 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 if this at the request of the parent. This will include payment for examination entry if the pupil is prepared for them as part of the tuition.

Community facilities (please see separate Letting Policy)

6.2 Optional extras

Breakfast Club

Following guidelines from the DfE, the Governors will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required. At the time of this policy the cost is £3.50 per day and £2.00 for any additional siblings attending on the same day.

Clubs

We have many clubs that run at different times of the year after school which provide a rich and varied programme of activities. They are run by individuals or organisations and are charged for. Letters are sent out in advance to notify parents / carers of what is available and the cost for each session/term. These clubs include a number of free or subsidised places.

6.3 Residential visits

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

6.4 Damaged or Lost School Property

Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book

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.

7. 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 from professionals including authors, performers, activity days and workshops as part of trips.

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 may be cancelled. The school will make parents aware of a possible cancellation in the information sent to parents.

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 do allow the child to participate fully in the trip or activity. At times, the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).

8.1 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

9. Monitoring arrangements

The Office Manager monitors charges and remissions and ensures these comply with this policy. 7

This policy will be reviewed by head teacher every year at every review, the policy will be approved by the Resources Committee.