



Greenmount Primary School

CHARGING AND REMISSIONS POLICY

June 2022

Together, we nurture the future

1 Document Information

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2 Contents

1	Document Information.....	2
2	Contents	2
3	Introduction:	3
4	Statement.....	3
4.1	Legislation	3
4.2	Education Outside School Hours	4
4.3	Remissions.....	4
4.4	Data Protection of Pupils and Families	4
4.5	Contributions.....	4
4.6	The law says:	4
4.7	Charges:.....	5
5	Individual Music Tuition	5
6	Ingredients or Materials for Practical Subjects	5

7	After School and Breakfast Club.....	5
8	Residential Activities	5
9	Photocopying	6
10	Private Fees	6

3 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 Head Teacher and governing body aim to promote and provide such experiences for the pupils of the school both as part of a broad and balanced curriculum and as additional optional activities.

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 extracurricular activities.

4 Statement

The policy complies with the requirements of the Education Act 1996

Where a '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.

4.1 Legislation

- **Education during school hours:**

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

The DfE in its guidance to school governors states that "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 that "although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions".

When additional costs are incurred by our school 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.

- **Definitions**

Charge: a fee payable for specifically defined activities

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

4.2 Education Outside School Hours

The DfE in its guidance to school governors states that “parents can only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum, or religious education. No charge can be made for activities that are an essential part of the syllabus for an approved examination. Charges may be made for other activities, which can be charged for as optional extras.”

4.3 Remissions

To ensure that access to activities reflects intentions, Greenmount Primary School and Preschool will implement the following Remissions Policy. The fundamental aim of this policy is to ensure that all pupils gain fully from everything that the school is able to offer them and is based on an understanding of the relationship between low income, entitlement and access. This policy takes into account the very real and persistent difficulties which people on low income have meeting the costs of educational activities for their children.

Where parents are in receipt of income support, income based job seekers allowance, support underpart IV of the Immigration and Asylum Act 1999 or Child Tax Credit (provided that working Tax Credit is not also received), the governing body will observe its statutory requirement to remit in full the cost of board and lodgings for any residential activity that the school organised for the pupil if the activity is deemed to take place within school hours.

There may be cases of family hardship which make it difficult for pupils to take part in other particular activities for which a charge is made and in order to remove financial barriers from disadvantaged pupils, (when arranging a chargeable activity) the governing body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation for remission will be made by the Head teacher.

4.4 Data Protection of Pupils and Families

Teachers will ensure that these children are not publicly identified and stigmatised.

4.5 Contributions

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. 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, a child will not be excluded from the activity.

4.6 The law says:

If the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution. It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. Schools

must ensure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

4.7 Charges

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 outside the school day
- Music tuition if it is not required for the national curriculum and is provided for an individual pupil or group of pupils
- Damage to school property – the cost of replacing any item, such as a broken window or defaced, damaged or lost book, where this is a result of a pupils behaviour (at the discretion of the Head teacher)
- Visits to school by professionals e.g. authors, storytellers, musicians, dancers, artists etc.

5 Individual Music Tuition

Parents will be expected to pay for instrumental tuition and, where necessary, hire of instruments for this tuition.

6 Ingredients or Materials for Practical Subjects

Parents are encouraged to provide ingredients, materials, etc. needed for practical subjects such as technology. The Governing Body may charge for, at cost or less, or require the supply of, ingredients and materials if parents have indicated, in advance, their request to own the finished product.

7 After School and Breakfast Club

These are additional services that are provided by the school that parents of children attending will be charged for.

8 Residential Activities

The DfE in its guidance to School Governors states that:

“Schools can charge for:

- Board and lodging and the charge must not exceed the actual cost.

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances; 6
- Income Support (IS)
- Income Based Jobseekers Allowance (IBJSA)
- 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 (financial year 2013/14)
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.”

At Greenmount, residential charges will be made for:

- Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, pupils whose parents are in receipt of certain benefits (see above in Remissions) will be charged at a reduced price.

9 Photocopying

Any photocopying that is requested by parents relating to their child, under the 'Freedom of Information Act', will be charged at 10p per sheet and 20p for any colour printing.

10 Private 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 Head teacher 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 £10 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 the policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing education for pupils.