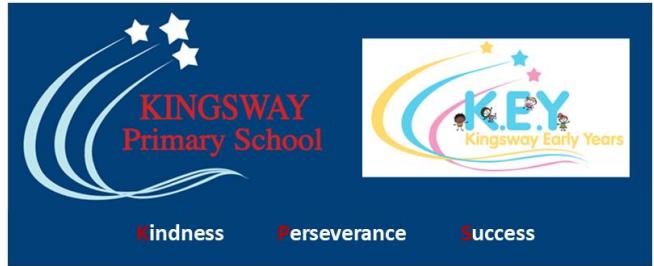


Kingsway Primary School

Charging and Remissions Policy



Governor Committee Responsible:	Business and Finance	Staff Lead:	Claire Smith
Status	Statutory	Review Cycle	Annual
Last Review	May 2024	Next Review Date	May 2025

Contents

1. Aims	2
2. Legislation and guidance	2
3. Definitions	2
4. Roles and responsibilities	2
5. Where charges cannot be made	3
6. Where charges can be made	3
7. Voluntary contributions	5
8. Activities we charge for	5
9. Remissions.....	6
10. DBS Fees and Charges.....	7
11. The Key Nursery.....	7
12. Monitoring arrangements	7

1. 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 and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. 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 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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.

Responsibility for approving the charging and remissions policy has been delegated to the Business and Finance Committee.

Monitoring the implementation of this policy has been delegated to the Business and Finance Committee.

4.2 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

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the headteacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents/carers

Parents/carers 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

Below we set out what we **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/carer
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have been prepared for that examination at the school
- Transport provided in connection with an educational visit
- No charges are made for transport to matches or competitions as we believe our children are ambassadors for their school. The school does need to rely on lifts supplied by Parents for such events as the cost of coach fares/taxis are too expensive and would exclude us from taking part.

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, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)

- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools 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 LA or 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/carers 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 that is to be charged for.

6.3 Music tuition

Schools 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/carer.

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
- Where pupils are looked after by a local authority funding will be sought through their PEP

6.4 Residential visits

We can charge for board and lodging on residential visits, evening entertainment, insurances, and optional extras such as trips to a cinema or the organisation of a disco etc. The charge must not exceed the actual cost. In addition, the school will invite parents to make a voluntary contribution for the rest of the cost.

6.5 Breakages

The Headteacher, in consultation with the Chair of the Governing Body, may decide to charge Parents in cases of wilful or malicious damage to equipment or school property, when a child's involvement is beyond doubt. It is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school for their child's misdemeanour. The Headteacher and Governors also reserve the right to ask for the replacement costs of schoolbooks on loan to children that are lost or severely damaged. Again, it is hoped that parents would support the school in such instances, recognising their responsibility for reimbursing the school so as not to penalise other children.

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/carers to fund activities that would not otherwise be possible.

The cost will always be kept to a minimum and it will be made clear to parents at the outset if any activity cannot be funded without voluntary contributions and parental support. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a charge will be made equal to the charge made by that provider.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- ✓ School trips, visits and practical activities that enhance pupils' learning and broaden their knowledge and experience. The opportunity to pay in instalments will be offered to parents who wish to pay in this way. Unfortunately, a trip may need to be cancelled if we do not receive sufficient voluntary contributions.

Charging parent Helpers

We are indebted to the assistance of our Parent helpers and recognise their efforts. We will not charge parent volunteers who accompany us on school trips if they are required for adequate supervision ratios or will be an added bonus. Voluntary contributions will not fund their participation and their transport and entry costs will be funded by the school. However, if we have spare places on our coach for trips such as the Panto trip or to visit a site, these will be offered to parents and equal charges made to cover the cost of transport and entry.

- ✓ Optional extras that we consider will be of high value to our pupils but may not necessarily fit in with our curriculum at that time. Such activities may include: a Christmas pantomime or touring theatre show, a 'hands on' session or a travelling road show. Often schools are asked if they would like cancellation slots at half price and it is usually too tempting to miss.
- ✓ For this year, we are asking for a voluntary contribution for all children who attend swimming lessons for the period until they can swim 25metres unaided or a maximum of 20 lessons each year group, whichever is reached first. The school is using part of its capitation budget to subsidise this cost to enable this valuable life skill to be achieved without financial barrier.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers 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 and any monies received will be returned.

8. Activities we charge for

The school will charge for the following activities:

- ✓ **School Clubs**

The school offers a wide range of after-school clubs throughout the year. In the vast majority of cases, the school offers these clubs free of charge, especially if run by one of our teachers.

If the school needs to employ a teacher, who is not a member of the school staff, to undertake a more specialised club, then we will make a small charge for these sessions. This charge will usually represent the charge suggested by the agency or organisation offering the club. We will not make a profit.

Occasionally Art, sewing or cooking club may involve a small charge to cover the cost of materials thus ensuring high quality finished products that can be kept.

✓ **Breakfast Club and K Club**

We have successful Breakfast and After School childcare facilities which charge for all attendances.

Each child is charged to attend the clubs. A small discount is applied to parents wishing for their children to attend every day on any given week. This is to try and attract more people to attend weekly rather than odd days/adhoc.

All places booked are expected to be paid for regardless of whether they are attended. This is to ensure all bookings are of genuine need and not holding places that could exclude other places needed.

All sessions for K Club are paid in advance via ParentPay. If payment is not made or you have a credit on the child's ParentPay account, the booking will not be processed. If a debt has incurred, you will receive a verbal reminder and bookings will be suspended until payment is cleared.

Breakfast Club sessions are paid either in advanced by a term, by a half term, by month, by a week or on the day. Any sessions owed are chased by the office. Failure to pay for owed sessions will result in the child no longer being able to attend Breakfast Club until a) payment is cleared and b) all future payments are paid in advance.

The charges for Breakfast Club and K Club are based on actual costs of the overheads, including staff costs and provision of food and drink as applicable.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in April each year. Parents/carers will be informed of the charges for the coming year in June each year.

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

- › 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 Pension Credit
- › Child Tax Credit – provided you're 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 4 weeks after you stop qualifying for Working Tax Credit

- › Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. DBS Fees and Charges

All staff DBS applications will be paid for by the school at a current charge of £50.50. All volunteers that are solely supporting the school with their free time will be paid for by the school at a current charge of £12.50. Any person wishing to volunteer within the school for their own purposes (i.e. personal qualification placements, personal work experience etc.) will be charged the full amount payable, currently £12.50 for volunteer. Persons that are not current employed as staff, will not be cleared through Kingsway Primary School with anything other than a volunteer clearance.

11. THE KEY NURSERY

The KEY is a nursery and is a self-funding organisation providing childcare for 2's, 3's and 4 years old children. Charges are made for all sessions attended. They are defined by two criteria: • Government voucher scheme • Fee paying The KEY applies to the Government for funding for all eligible children who meet certain criteria. This gives them between 15 hours and 30 hours of 'free' childcare. Any hours attended after this amount is chargeable. Those children who do not meet the voucher criteria are wholly fee payable. All fees are invoiced in advance on the 20th of the month and are required to be paid within 14 days.

12. Monitoring arrangements

The School's Business Manager (SBM) monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed annually.

At every review, the policy will be approved by the Business and Finance Committee of the Governing Board.