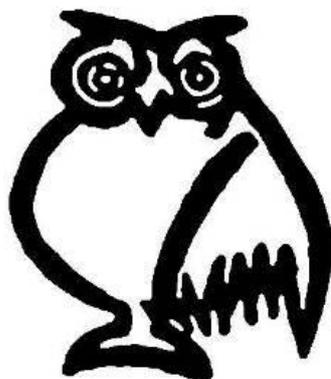


Danbury Park Community Primary School



Charging and Remissions Policy

Last revision dated:	Autumn 2015
This revision completed during:	Autumn 2018
Agreed by the governing body:	17/01/2019
Date of next revision:	Autumn 2021

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Danbury Park Community Primary School

Charging and Remissions Policy

1. Introduction

- 1.1. The law on charging in connection with education in maintained schools is set out in sections 449-462 of the Education Act 1996. Section 457 requires both the Local Authority and individual governing bodies to determine and keep under review a policy in respect of charging and remission arrangements. With all schools now responsible for their own budgets, charging and remissions is generally a matter for governing bodies, subject to compliance with the statutory requirements.
- 1.2. Schools, subject to the limited exceptions explained in this policy, cannot charge for education provided during school hours including the supply of any materials, books, instruments or other equipment.
- 1.3. Danbury Park Community Primary School will inform parents on low incomes and in receipt of certain benefits of the support available to them when being asked for contributions towards the cost of school visits.

2. Charging

- 2.1. The school is not permitted to charge for:
 - an admission application;
 - 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 or part of 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.
- 2.2. The school can charge for:
 - any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
 - optional extras (see below);
 - music and vocal tuition, in limited circumstances (see below).

3. Optional extras

- 3.1. The school is permitted to make charges for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment.
- 3.2. Optional extras are:
 - 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; or
 - part of 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 body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

3.3. In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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.

3.4. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore 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.

3.5. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made

4. Voluntary contributions

4.1. Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear to parents that there is no obligation to make any contribution.

4.2. 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. This will be made 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.

5. Individual music tuition within school hours

5.1. Except where the tuition is provided to fulfill the requirements of the National Curriculum, a charge is made to parents of pupils receiving individual and group tuition in the playing of any musical instrument. Parents are given information about music tuition available at the start of the academic year. When charges are levied, parents indicate their written agreement and make payment in advance.



5.2. The school may wish to remit in full or in part the cost of musical tuition for particular groups of parents, for example, in the case of family hardship and school may use the Pupil Premium funding if pupils are eligible and if school deems this to be appropriate. When arranging musical tuition such parents are invited to discuss this in confidence with the headteacher.

6. Education partly during school hours

6.1. Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum and not part of religious education. School may still request a voluntary contribution.

6.2. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

6.3. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

7. Residential visits

7.1. Schools cannot charge for:

- 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 or part of religious education;
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit;

7.2. The schools can charge for:

- board and lodging during residential visits and the charge must not exceed the actual cost.

7.3. Parents, who can prove that they are in receipt of the following benefits, will be exempt from paying the above charges:

- Income Support;
- Income-Based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support provided under Part VI of the Immigration and Asylum Act 1999;
- The guaranteed element of Pension Credit;
- Child Tax Credit, provided that the parent does not also receive Working Tax Credit and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed any stipulated limits;
- 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)



- 7.4. A similar entitlement applies where the visit takes place outside of school hours but it is a necessary part of the National Curriculum. If the trip takes place outside school hours and **does not** form part of the above, the school can make a charge for transport.
- 7.5. If parents are experiencing financial difficulty, they are invited to meet in confidence with the headteacher.

8. Education partly during school hours

- 8.1. Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the National Curriculum and not part of religious education.
- 8.2. If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.
- 8.3. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

8.4. Non-residential activities

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

8.5. Residential visits

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

9. Voluntary contributions

- 9.1. Nothing in the Act, or in this policy, prevents parents/carers being invited to make voluntary contributions towards the costs of providing activities both within and outside school hours, provided that such contributions are **genuinely** voluntary, and that any request for contributions makes it clear:
- that there is no obligation to contribute; and
 - that pupils will not be treated differently according to whether or not their parents make such a contribution.



7. Monitoring

7.1. It is the responsibility of all staff to apply this policy when organising events and activities.

1.1. This policy will be monitored by the Office Manager and Headteacher, who will report to the Resources Committee.