

## Remissions and Charging Policy 2018

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### 1. Introduction

#### 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

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exceptions of individual music tuition which is provided by Independent Tutors and Swimming Transport and Lessons.

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

This policy complies with our funding agreement and articles of association.

### **What can and cannot be charged for:**

Charges may be made 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. Optional extras are:

### **Education provided outside of school time that is not:**

- a) Part of the national curriculum;
- b) Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
- c) Part of religious education.

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);

**Extended day services offered to pupils** - (for example breakfast club, after-school clubs, tea and supervised homework sessions). 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. 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. Therefore no charge can be made for supply

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

### **3. Definitions**

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

### **4. Charges**

#### **a). Residential Visits**

- When sourcing residential trips the school will always ensure that the trip is of interest to the parents and pupils.
- Letters of interest will be sent out to parents to as a first point of enquiry about any residential school trips. If enough interest is sort the school will then distribute letters asking for a deposit and stating the amount of the full payment, as well as any requirements needed for the pupil to attend the trip.
- Residential trips where a deposit is required by an organization – Once the school has received signed consent slips and a deposit no refunds will be given.
- Once parents have signed an agreement to attend a residential trip, payment in full will be required in order for the child to attend the trip. All funds must be paid in full or on payment plan provided, once the deposit received.
- No refunds will be given in the event of the child not attending the trip if the school has had to pay an organization in advance. If no funds have been paid to an organization by the school refunds are given at the schools discretion.
- Schools are permitted to charge for the cost of board and lodging during residential school trips. This cost must not exceed the actual cost of the provision. The cost the school charges to parents for residential trips will always reflect the accurate costs of the trip. Extra costs that may be charged for include, board and lodgings, transport costs, food and supplies as well as overtime paid to teaching and support staff. The school would not expect to incur any costs or make any profit when organizing a residential school trip.
- Parents may be asked to provide essential items for a residential school trip such as waterproof clothing, sleeping bags and any special safety requirements. This will be listed in the enquiry letter. The school will not provide these items for pupils. If the pupil does not have these items they may not be able to take part in the trip or on some of the activities on the trip.

For advice on financial support available for residential trips please go to page 7 of this document and read section **5. Financial Support**.

## **b). Music Tuition**

Music Tuition Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

- Charges will only occur to music provision provided in addition to the school curriculum.
- Money collected goes directly to pay for the cost of professional instructors, tutors and teachers.
- No profit will be made for this provision as well as no charges for letting school property.
- Voluntary contributions may be requested for any musical school trip or workshop during school hours.

## **c). Uniform**

Clothes with school logo can be bought from:

**Tesco** - <https://www.tesco.com/direct/north-primary-school/6621.school?source=others>

**Fashion Mark** - 18 High St, Southall UB1 3DA

Other Items of uniform such as school shirts, skirts, trousers, socks and shoes can be bought by any school uniform retailer as long as the uniform guidelines are followed.

The school does not accept responsibility for lost or stolen items and no refunds are available for items that have been used or worn.

## d). School Meals

As part of the Governments Universal Free School meals program all pupils in reception and KS1 will receive a school meal free of charge. The children will also receive a snack of milk and fruit. Pupils in KS2 will be charged for school meals. Children can choose to have a cooked school meal or bring in a packed lunch.

Year Group	Cost per day	Cost per week
Reception Classes	Universal Free School Meal Provided	Universal Free School Meal Provided
KS1 Classes	Universal Free School Meal Provided	Universal Free School Meal Provided
KS2 Classes	£2.30 per meal	£11.50 per week

Our school meals are provided by Harrisons and are prepared on site. Online payments can be made on the website <http://ealingmeals.co.uk>

Your child might be able to get free school meals if you get any of the following:

- 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

Applications for Free School Meals can be made through the school office or via the website <https://www.gov.uk/apply-free-school-meals>

## **e). Absence**

If term time leave is taken without prior permission from the school, the absence will be unauthorised and you may be liable for a fixed-penalty fine or other legal action and in certain instances the child may also lose their school place.

Unauthorised Absences are reported to the Local Authority. The School Attendance Service may contact you where unauthorised absence continues to be a problem. Unauthorised absence could result in a Fixed Penalty Fine or other legal action.

Your local council can give you a fine of £60, which rises to £120 if you don't pay within 21 days. If you don't pay the fine after 28 days, you may be prosecuted for your child's absence from school.

This charge would be given by the local authority and not directly through the school.

### **Unauthorised Absence and Leave of absence in term time**

Where there is no explanation for absence, or where the explanation or reason for the absence is considered unsatisfactory the school will not be able to authorise the absences. These are known as "unauthorised absences".

A child's unauthorised absences are an offence for the parent. Examples of unauthorised absence are: Going for a family day out; sleeping in after a late night; Going shopping; because it is your child's birthday, frequent claims of illnesses a reason for absence or a parent's illness.

Amendments to the 2006 attendance regulations make it clear that Headteacher may not grant any leave of absence during term time for Holidays. An application can be made if there are exceptional (*and documented*) circumstances. Parents sometimes confuse telling the school as being good enough; this is not so, you will need explicit permission from the school for any leave.

Attendance Policy 2016

<https://www.gov.uk/school-attendance-absence>

## **f). Reference Letters**

If a parent requests a letter, the school has a right to charge parents, £10 per letter as administration charges. The timescale to provide all letters will be seven working days.

## **g). Charges from Arbor**

Where possible, the school will request parents to pay via Arbor for all trips and activities (not school meals). The fee to use this service is 1.29% and will be added to the amount being requested.

## 5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Financial support is available to those from disadvantaged backgrounds or in receipt of Pupil Premium. Provisions can be made for special circumstances. No children will be excluded from education visits due to their economic circumstances.

Pupils entitled to Free School Meals will receive a packed lunch on day trips and on residential trips during term time.

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

- Universal Credit in prescribed circumstances.
- 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.

Please contact the School Governors or Headteacher for any queries or applications.

## 6. Voluntary Contributions

### Department of Education Guidance

#### ***“Voluntary Contributions”***

*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 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.*

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

If we do not receive sufficient voluntary contributions we may cancel a trip. If a trip goes ahead it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

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 should the trip/activity not need to be cancelled. Sometimes the school pays additional costs in order to support the visit.

Parents have the right to know how each trip is funded. The school provides this information on request. The school aims only to break even on school trips.

The following is a list of additional activities organised by the school which require voluntary contributions from parents. This list is not exhaustive:

- Visits to museums.
- Sporting activities which require transport expenses.
- Outdoor adventure activities.
- Theatre visits.
- Musical events.
- Annual 'end of year' whole school event.

Pupils from disadvantaged backgrounds and in receipt of pupil premium are not required to make a contribution to school trip as the school will absorb the cost.

## **7. Monitoring and Evaluation**

Arrangements for monitoring and evaluation The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support and those in receipt of Pupil Premium.

## **8. Roles and Responsibilities**

The Headteacher, staff and governors will ensure that the procedures and guidance in the Remissions and Charging Policy are carried out.

## **9. Linked Policies and Guidance**

### **School Policies available on school website**

Attendance Policy 2016

Finance Policy 2017

Governors Code of Practice

Lettings Policy 2017

Special Educational Needs and Disability

### **Government Benefits Entitlement links**

<https://www.gov.uk/benefits-calculators>

<https://www.gov.uk/universal-credit>

<https://www.gov.uk/jobseekers-allowance>

<https://www.gov.uk/income-support>

<https://www.gov.uk/child-tax-credit>

<https://www.gov.uk/working-tax-credit>

<https://www.gov.uk/apply-free-school-meals>

<https://www.gov.uk/help-school-clothing-costs>

### **Government Guidelines and Regulations**

<https://www.gov.uk/school-attendance-absence>