



# **KING'S OAK PRIMARY SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

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**Policy reviewed and approved by: P&R Committee**

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**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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## Introduction

The education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum. For those activities for which we do charge (see below), the charge may be waived in certain circumstances e.g. for families in crisis. Families are encouraged to talk the Headteacher, in confidence, if they need support.

### 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 be made

### 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 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 Body

The Governing Body 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 Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving the Charging and Remissions Policy and monitoring the implementation has been delegated to the Premises and Resources 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 which 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.

## 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

### 5.2 Transport

- Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the Governing Body or Local Authority has arranged for pupils to be educated

- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### 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 to cover for those 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 child's parent wishes him/ her to own them.
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. Where an optional extra is being provided 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:
  - 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
- 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 or Governing Body 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 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 for which there will be a charge.

### 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
- For a pupil who is looked after by a Local Authority

### 6.4 Residential visits

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

## 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 during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: trips, residential visits, workshops in school, visitors, resources for class activities, swimming lessons, mufti days and charity fundraising, concerts, performances and special events.

**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.

The school also invites parents/carers to make a termly contribution to school fund.

## 8. Activities for which we charge

The school will charge for the following activities/resources:

- Fee-paying Pre-School and Nursery places (as set out in our Pre-School and Nursery Admissions Policy and our Fee-paying Terms and Conditions document); the hourly charge is set in line with the DfE funding for EYFS pupils
- Lunchtime cover for Nursery pupils if they attend for more than 30 hours per week; the hourly charge is set in line with the DfE funding for EYFS pupils
- Fruit Tuck Shop for children in KS2; a charge will be made which will not exceed the actual cost
- Certificates of Education and Attendance for overseas schools; a charge of £10 maybe made towards administration costs
- Reports for overseas or private schools; a charge of £35 will be made towards administration costs
- Damage to, or loss of, school property; a charge will be made towards the cost of repair or replacement as determined by the Headteacher
- Damage to, or loss of, items belonging to other children; a charge will be made to cover the cost of repair or replacement.
- Letting of school buildings and equipment; a charge is made in line with our Lettings Policy
- Activities organised by our PSA; these are fundraising activities and charges will be clearly set out at fundraising events and activities
- Charges for Breakfast Club, After School Clubs and other extended activities provided by external providers are set by these external providers
- Individual or small group music lessons requested by parents/carers; the charge will be made by Kingston Music Service
- Late Collection: Children who are regularly late, we may reserve the right to charge the parent. If a child is collected more than 10 minutes after the end of the school day, £3 for every 10 minute slot. This covers the cost of staffing the late collection point with 2 members of staff
- Subject Access Requests; a charge is made in line with our Data Protection Policy

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed as necessary throughout the year. Parents will be informed of the charges in advance of any change.

## 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 Body and will depend on the activity in question.

### 9.1 Remissions for residential visits

Parents 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)
- We may also agree to remit (wholly or partly) any charge that would otherwise be payable for families in financial hardship when this has been agreed in advance by the Headteacher.

## **10. Monitoring arrangements**

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every year.

At every review, the policy will be approved by the Premises and Resources Committee.