



Crockham Hill C E Primary School

Charging and Remissions Policy

Review Body:	Resources Team
Leadership Group Responsibility:	Headteacher
Type of Policy:	Statutory
Review Period:	Annual
Reviewed:	Autumn 2024
Next Review:	Autumn 2025

Approved by the Resources Committee on 16th October 2024

Updated in line with Charging guidance from DfE May 2018

This policy underpins our value of Aspiration. It has been adopted to ensure we can create the best possible learning environment and opportunities for our children. This supports our school vision by enabling us to create an inspiring environment catered to individual needs and aspirations.

RESPECT EMPATHY RESILIENCE ASPIRATION

Purpose

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum and sets out the charges and remissions for activities.

The school day is defined as: 8.55am-3.15pm. Please note however that during the Covid 19 pandemic we reserve to right to have staggered start and finish times or have slight changes to accommodate those children and staff required to be in school. Timings will be provided in the up-to-date Procedures for school opening – Covid 19.

What was consulted?

The policy has been informed by sections 449-462 of The Education Act 1996 which sets out the law on charging for school activities in schools maintained by the LA, Education (School Sessions and Charges and Remissions Policies) (Information)(England) Regulations 1999 and the School Information (England) Regulations 2008 (as amended) and the guidance document regarding music tuition charges. (The Charges for Music Tuition (England) Regulations 2007), which complements the information given in chapter 23 of 'A Guide to the Law for School Governors'. In addition, we have referred to recent guidance Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities May 2018

Relationship to other school policies

The policy complements the school's equalities scheme, educational visits policy and the teaching and learning statement.

Equality at Crockham Hill CE Primary School

The Governing Body of Crockham Hill CE Primary School is fully committed to fulfilling its duties under the Equality Act 2010:

- i) to publish information to demonstrate how it is complying with the Public Sector Equality Duty.
- ii) to prepare and publish equality objectives.

The school works to eliminate discrimination, harassment and victimisation of a pupil or potential pupil in relation to: admissions; the way it provides education for pupils; the way it provides pupils access to any benefit, facility or service; or by excluding a pupil or subjecting them to any other detriment. When making decisions relating to policy the Governing Body considers the impact it may have on the pupils.

The school works to advance equality of opportunity for all and foster good relationships between all individuals. We are committed to tackling prejudice and promoting understanding.

Roles and responsibilities of the headteacher, other staff, governors

The **headteacher** will ensure that the following applies:

No charges will be made for

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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 curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Activities for which charges can be made

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision³;
- community facilities⁴.

Charges may be made for some activities that are known as 'optional extras':

- 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.
- 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).

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.

¹ It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

³ The Education (Charges for Early Years Provision) Regulations 2012

⁴ The powers to provide community facilities are under s.27(1) of the Education Act

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

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 prerequisite for the provision of an optional extra where charges will be made.

Activities partly during school hours

Where an activity takes place partly during and partly outside of school hours, there is a basis for determining whether it is deemed to take place either outside or inside school hours. If 50% or more of the activity including travel time falls during school hours it will be deemed to take place during school hours and no charge will be made. However, if 50% or more of the activity including travel time falls outside of school hours it will be deemed to take place outside of school hours and a charge can be made under optional extras.

Music Tuition

Charges will be made for teaching an individual or group to play a musical instrument or to sing where the activity is not an essential part of the national curriculum or public examination syllabus, e.g. tuition provided on parental request by Kent Music or another outside provider.

Residential visits

Residential visits deemed to take place during school hours

Charges will be made on residential visits which are part of the national curriculum for board and lodging costs only. For pupils whose parents are in receipt of certain benefits (see remissions on page 4) school will consider supporting costs.

Residential visits deemed to take place outside school hours

Charges for board and lodging will be made. If the residential visit is deemed to take place outside school hours (i.e. 50% of the number of school sessions is equal to or greater than the number of half days spent on the visit) and is not an essential part of the national curriculum or public examination syllabus other charges will be made to cover costs. In such cases parents will be told how the charges were calculated. For pupils whose parents are in receipt of certain benefits (see remissions on page 4) school will consider supporting costs.

Voluntary Contributions

The staff and governors recognise the importance of activities, that while they may not be an essential part of the curriculum, add value and enjoyment to the experiences of the children. However, it may be necessary for voluntary contributions to be sought for such activities during the school day that entail additional costs, e.g. theatre performances in school and trips.

In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. Children of parents who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

Calculating charges

Where charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no element of subsidy to support the costs for any pupils who are unable or unwilling to pay. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

Remissions

Pupils, whose parents are in receipt of the support payments will in addition to having a free lunch entitlement, be entitled to a remission – in part or full - for any charges for board and lodging for residential visits which are part of the National Curriculum.

Support Benefits

Remissions will be made as above for pupils whose parents are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided the parent is not entitled to Working Tax Credit and their annual income does not exceed [the sum given in the Inland Revenue and Customs rules]
- guaranteed element of State Pension Credit
- income related employment and support allowance (that was introduced on 27 October 2008)

In addition, remissions of some or all costs may be made at the discretion of the headteacher.

Arrangements for monitoring and evaluation

The financial impact of this policy will be evident within the usual reports provided to the Resources Team. In addition to this formal monitoring, informal feedback from the headteacher may be provided or requested at each Resources Team meeting.