



**Southdale Church  
of England Junior  
School**

# **CHARGES AND REMISSIONS POLICY**

(Policy SB 13 -18)



Adopted: Summer 2018  
For Review: Summer 2019

# Southdale Cof E (V.A.) Junior School

## Charging and Remissions Policy

### 2018

#### Introduction

All education during school hours is free (including the supply of any materials, books, instruments or other equipment). School does not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

This policy is written with the understanding of Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England. It also includes DFE advice for Charging for School Activities.

#### Aims of the policy

The aim of this policy is to set out the charges that will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

#### Responsibilities

The Governing Body of the school are responsible for determining the content of the policy and the Headteacher for implementation.

#### School Charging

#### Education

The governing body of the school recognises it cannot charge 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 curriculum. 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).
- 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;

- examination re-sit(s) if the pupil is being prepared for the re-sits(s) at the school. 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.
- Education provided on any trip that takes place during school hours.
- Supply teachers to cover those teachers who are absent from school accompanying pupils on a residential trip.

The Governing body of the school have agreed to make a charge for the following:

- 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
- community facilities. The powers to provide community facilities are under s.27 of the Education Act.

#### Voluntary contributions

When organising school trips or visits to enrich and enhance the curriculum and the educational experience of the children, the school invites parents to contribute to the cost.

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

- Entrance fees for visits to museums, theatres, parks etc.
- Transport/travel costs for visits
- Materials and equipment e.g. baking, food tasting etc.
- Visits to or by a theatre company
- Musical events
- Interactive visits
- Insurance costs for residential visits
- Robinwood, London

All contributions are voluntary. The terms of any request made to parents will specify that the request is for a voluntary contribution and in no way represents a charge. If we do not receive sufficient voluntary contributions for a trip, the trip WILL HAVE TO BE CANCELLED.

If a parent wishes their child to take part in a school trip or event, but is unable or unwilling to make a voluntary contribution, we do allow the child to participate fully in the trip or activity as long as parental consent has been given. The school IS NOT under any legal obligation to pay additional costs in order to support the visit.

If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children any differently from any others.

If appropriate funds allow, the school may pay a proportion of the costs in order to support a visit.

Parents have the right to know how each trip is funded. The school provides a trip statement following any trip and this information is available on request.

## Music Tuition

**All children study music as part of the normal school curriculum. We do not charge for this.**

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.

There is a charge for individual or group music tuition if this is not part of the National Curriculum and is at the request of the parent. This charge is paid, by parents, directly to the Wakefield Music Department. The school then organises peripatetic music teachers through a service level agreement with Wakefield Music Department to teach individuals or small group lessons on the school site. The charge may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

## Swimming

The school organises swimming lessons for Y4 to Y6. Lessons take place in school time and are part of the National Curriculum. We do not ask for a voluntary contribution to cover the cost of transport to and from the pool, provision of a lifeguard/specialist teacher and hire of the pool itself. We inform parents when these lessons are to take place.

## Optional Extras

It is the Governors policy to charge for some activities that are known as 'optional extras'.. Optional extras are:

- education provided wholly or mainly 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;
- 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.

It is the Governors policy that 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. 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.

Activities not run by the school or Local Authority

When an organisation acting independently of the school or Local Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents.

Residential visits

The school organises annual residential visits for all year groups. The cost of the trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.

**These visits are arranged in school time, or mainly school time depending on availability. If the residential visits are to provide education directly related to the National Curriculum, we do not make any charge for the education.**

**We do make a charge to cover the costs of activities provided by external providers not directly linked to delivering the National Curriculum, board and lodging and parental voluntary contributions are requested for travel expenses. Any charge should not exceed the actual cost of the trip.**

**School does not intend to make any profit from school trips or residential. Costings for trips/residential are based on the full year group attending. If there are changes in the numbers attending and there is a surplus of funds following a trip, refunds will be given to each child if the surplus is £5 or over per child, as written into the School**

**Fund Terms of Reference. Any deficit amount following a school trip will be covered by school.**

School cannot charge parents for the cost of supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Parents will pay for school trips on line via ParentPay unless otherwise advised.

## **Remissions**

**There are certain exemptions for parents in receipt of various state benefits as listed below.**

- 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.

**Children whose parents are in receipt of state support payments that entitle their child/children to receive Pupil Premium will, in addition to having free school lunch and milk entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The remission charges for board and lodging costs for residential school trips will also apply to those eligible for Pupil Premium at any point in the last 6 years (EVER6).**

**Remission charges will not be applied to the cost of the activities provided during the residential school trip e.g. climbing, sailing, sports etc.**

**If there are insufficient contributions to make the visit financially viable to the school, the visit WILL HAVE TO BE CANCELLED**

## Transport

School cannot charge for:

- transporting registered pupils to or from the school premises, where the local education 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 has been prepared for that examination at the school;

- transport provided in connection with an educational visit (though a voluntary contribution could be requested).

### **Charging for materials**

**School can if required make charges for Design & Technology, Art & Design or other projects Example: Grow IT Cook IT related activities. In accordance with the 1996 Education Act, the school may make charges for materials used if the parent or child wants to own the finished product. In this case we will always advise parents in advance of the cost.**

**Policy: Charging and Remissions**

**This policy is monitored by the governing body, and the Headteacher. It will be reviewed every year or earlier if necessary.**

**Signed ..... Chair of Governors Date.....**

**Signed ..... Headteacher Date.....**