

Diocese of Sheffield Academies Trust

# Pye Bank CE Primary School

# Charging and Remissions

# Policy



**December 2019**

## 1. Aims

Our school will have robust, clear processes in place for charging and remissions. We will 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) about charging for school activities and the Education Act 1996, sections 449-462 which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements. This policy complies with our funding agreement and articles of association.

## 3. Definitions

**A charge** means a fee payable for a specifically defined activity.

**A remission** means the cancellation of a charge that is normally payable.

## 4. Roles and responsibilities.

**4.1 The Local Governing Body (LGB)** has responsibility for approving the charging and remissions policy in the school. It can delegate this to a committee, an individual governor or the Headteacher. It also has responsibility for monitoring the implementation of its policy. In Pye Bank we have not delegated these responsibilities.

**4.2 The headteacher is responsible** for ensuring staff are familiar with this policy and that it is being applied consistently.

**4.3 The staff are responsible** for implementing the policy consistently and notifying the head of any special circumstances which they are unsure about or where they are not certain if the policy applies. **The Senior Leadership Team** will provide appropriate training when necessary.

**4.4 Parents** are expected to notify staff or the head of any concerns or queries regarding this policy.

## 5. Our charging policy

As a basic principle, all education provide during school hours is free.

### 5.1 We do not charge for

- admissions applications
- education provided outside of school if it is part of our curriculum or our religious education.
- any instrumental or vocal tuition unless it is requested by a parent or carer.
- any transport provided in connection with any educational visit.
- any transport provided for pupils to attend other premises for the purpose of their education.
- any education provided on any residential visit during school hours or outside school hours if it is part of the school's curriculum or religious education.

### 5.2 We can make charges for

- any books, materials instruments or equipment where the pupil's parent or carer wishes him/her to own them.
- any optional extras (see below).
- any music or vocal tuition.

- some types of early years provision.
- community facilities.

### **5.3 By optional extras we mean**

- Any additional education provided outside of school time that is not part of our curriculum or religious education.
- any board and lodging on a residential visit.
- extended day services offered by the school for pupils such as breakfast clubs, after school clubs, tea and supervised homework sessions.

**5.4 A charge made for optional extras** can include the cost of materials, books, the cost of buildings and accommodation, non-teaching staff, teaching staff employed to provide optional extras or tuition.

**5.5 Any charge made** in respect of individual pupils will not be greater than an activity's actual cost (total cost divided by the number of pupils involved), nor will it include any element of any subsidy for any pupil who wishes to take part in the activity but whose parent/carer is unwilling or unable to pay the full charge.

Parental/carer agreement is necessary for the provision of an optional extra which is to be charged for.

**5.6 Residential visits.** We can charge for board and lodging on residential visits but the charge will not be greater than the actual costs incurred.

**5.7 Music tuition.** Our school can charge for vocal or music tuition if it is requested by a parent or carer. Charges will not exceed the cost of provision.

**5.8 advanced notice.** Our school will always notify parents and carers in advance about proposed charges for any activity.

## **6. Voluntary contributions**

**6.1** As an exception to the requirements set out in paragraphs 5.1 to 5.7 of this policy, our school is able to ask for voluntary contributions from parents and carers to fund activities during school hours which would not normally be possible.

**6.2** Such activities include trips organized by the school, sports activities or visits by people who enrich the curriculum.

**6.3 All** such contributions are voluntary. There is no obligation for parent or carers to make any contribution and no child will be excluded from an activity if parents are unwilling or unable to pay.

**6.4** If however our school does not receive sufficient voluntary contributions to cover the costs of an activity, the activity may be cancelled. Our school may subsidise the costs of activities from its own budget.

**6.5** Our school will never ask for extra contributions from parents/carers in order to cover the costs of those who do not pay.

**6.6.** Our school will provide on request from a parent or carer information about how each trip or activity is funded.

## 7. Remissions.

7.1 In some cases, our school may not charge for items or activities undertaken by the school. This will be at the discretion of the LGB and will depend on the activity in question.

7.2 Our school will remit charges for board and lodging on residential visits where parents/cares are in receipt of the following:-

- Universal Credit (in prescribed circumstances)
- Income Support.
- Income Based Job Seekers Allowance.
- 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 does not exceed £16,000
- The guarantee element of State Pension Credit.
- an income related employment and support allowance.

## 8. Monitoring arrangements

This scheme will be reviewed annually and the main findings will be reported to the full governing body.

Written: December 2019

Next review: December 2021

Signed: \_\_\_\_\_ (Head Teacher) Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Governor) Date: \_\_\_\_\_