

# Holy Trinity Rosehill CofE Primary School



## CHARGING AND REMISSIONS POLICY

<b>Approved by:</b>	Governing Body – Resources Committee	<b>Date:</b> 18 <sup>th</sup> January 2018
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### Our school vision



*“You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, **let your light shine** before others, that they may see your good deeds and glorify your Father in heaven. Matthew 5:16*

We are proud to be a Church of England School with a vision for everyone to ‘let your light shine’ as found in Matthew 5:16 (the Sermon on the Mount). We value everyone in our school as unique individuals with skills and talents which we nurture and seek opportunities for them to grow. We strive to provide everyone with the skills they need to flourish in God’s beautiful world.

Everyone in our school has a voice and is truly valued for all that they bring to our school family and the wider world.

**We work together to encourage everyone to let their lights shine brightly by:**

- providing a welcoming, happy and safe learning environment where every child is allowed the freedom to explore, to make mistakes and to grow
- embracing learning and all of the joy it brings
- celebrating our diverse school community and the opportunity for everyone to thrive and flourish
- providing encouragement and support to all our children, families and community with well-being at the core of our school
- preparing our children with skills and values for life
- offering a rich and varied curriculum enabling our children to discover the wonders of God’s creation and the value of everyone
- seeking opportunities for our children to contribute positively to our school and local community

As a Church school we believe everyone is made in the image of God. We value our school and our community as places where love can flourish. Our distinctive ethos is found in our values, our collective worship, our teaching of Religious Education and our curriculum. Our ethos is the heart beat of our school.

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## 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 maintained schools 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 Head Teacher. In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

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

#### 4.2 The Head Teacher

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

#### 4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

#### 4.4 Parents/Carers

Parents/carers are expected to notify staff or the Head Teacher of any concerns or queries regarding the charging and remissions policy.

### 5. Where charges cannot be made

Below we set out **what the school 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

- 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-sit(s) 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 board 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 the school can charge for**.

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or 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'. In these cases, the school 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:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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 board 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/carers 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 which is to be charged for.

### **6.3 Music tuition**

The school 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.

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/carers for voluntary contributions include:

- a) transport provided in connection with educational trips
- b) entrance fees and other costs connected with educational trips and visits

- c) curriculum enhancement activities, such as theatre performances, dance groups or creative workshops, and
- d) Resources used in enhancement activities.

The terms of any request made to parents/carers will specify that the request is for a voluntary contribution and in no way represents a charge in addition the following will be made clear to parents/carers:

- a) that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- b) that registered pupils at the school will not be treated differently according to whether or not their parents/carers have made any contribution in response to the request.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

Voluntary contributions will be used to offset the costs of the activities, and the total raised will not exceed the cost of the activity.

**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.

## 8. Activities this school charges for

The school will charge for the following activities:

The Governing Body of the School may charge for the following:

- (a) board and lodging on residential visits (not to exceed the costs)
- (b) the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
  - (i) travel
  - (ii) materials and equipment
  - (iii) non-teaching staff costs
  - (iv) entrance fees
  - (v) insurance costs
- (c) individual tuition in the playing of a musical instrument
- (d) re-sits for public examinations where no further preparation has been provided by the school
- (e) costs of non-prescribed examinations where no further preparation has been provided by the school
- (f) any other education, transport or examination fee unless charges are specifically prohibited
- (g) breakages and replacements as a result of damages caused wilfully or negligently by pupils
- (h) extra-curricular activities and school clubs.

Decisions about whether to levy a charge or not for the activities listed above will be made by the Head Teacher, having considered the costs to school, overall budget implications, the priorities for development within school and alternative funding options.

Activities may run in school premises which are not organised or managed by the school. Charging structures for these activities is not the responsibility of the school.

## 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

Children whose parents/carers who can prove they are in receipt of the following support payments will, in addition to having a

free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers 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 (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## **10. Monitoring arrangements**

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

This policy will be reviewed every three years. . At every review, the policy will be approved by the Resources Committee.

Governors will monitor the performance of this policy. This will be achieved via the Head Teacher's reports to governors and by governors observing and recording its implementation when they visit the school