Bosham Primary School

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Charging & Remissions Policy

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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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities
- Bosham Primary School is committed to ensuring that no child is disadvantaged because of financial circumstances. Families experiencing financial difficulty are encouraged to contact the Headteacher or School Business Manager in confidence to discuss possible support.

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 to 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 board

The governing board retains overall responsibility for the policy and has delegated approval and monitoring responsibilities to the Finance, Premises and Personnel 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 that 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.

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

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
- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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, covering for 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 the child's parent/carer wishes the child to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras
We are able to charge for activities known as 'optional extras'. 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:
    - 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 LA or 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
- Charges will be calculated using the permitted costs under the Education Act 1996 and that parents will be told the charge before agreeing to the activity.

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 that is to be charged for.

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

Requests for voluntary contributions will clearly explain the purpose of the activity and that contributions are voluntary. No pupil will be excluded from an activity solely because their parent or carer is unable or unwilling to contribute.

The school will not place undue pressure on families to make contributions. If sufficient voluntary contributions and other available funding cannot be obtained to cover the cost of an activity, the school reserves the right to cancel it.

Any charges made to parents or carers must comply with the Education Act 1996 and this policy. If the school is unable to raise enough funds for an activity or visit, then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities: after-school, and sports clubs. For regular activities, the charges will be set and communicated to parents in advance, and parents can find the current prices and payment arrangements in school newsletters or on our website. Charges may also be made for board and lodging on residential visits and for optional extra activities, in accordance with this policy.

9. Remissions

Requests for financial support will be considered confidentially by the Headteacher and School Business Manager, taking account of individual family circumstances and available school funds.

9.1 Remissions and financial assistance for eligible pupils

The school recognises that the cost of educational visits and enrichment activities may present financial difficulties for some families. The school is committed to supporting participation in educational visits and enrichment activities wherever possible and may use available Pupil Premium funding and other appropriate school funds to support eligible pupils. Support is allocated at the school's discretion and in line with the Pupil Premium Strategy.

Parents and carers whose children are eligible for pupil premium support and require financial assistance should contact the Headteacher or School Business Manager confidentially. Requests will be considered individually, taking account of the family's circumstances, the nature of the activity and the funding available.

Any assistance provided under this section is separate from statutory remissions, which will be applied wherever legally required. The school will handle requests sensitively and will seek to ensure that financial circumstances do not unnecessarily prevent pupils from accessing educational opportunities.

9.2 Remissions for residential visits

Parents/carers 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 you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

This policy will be reviewed annually by the Headteacher and School Business Manager. Any changes will be presented to the Finance, Premises and Personnel Committee for approval.