



St. Leonard's Primary School

Charging and Remissions Policy

1. Aims

All education during school hours is free. We do not charge for an activity undertaken as part of the National Curriculum. St. Leonard's Primary School aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out 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

2. Legislation and Guidance

The policy is based on advice from the Department of 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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

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

Governing Body:

The Governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Headteacher:

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

Staff:

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which 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.

Parents:

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

5. Where the charges cannot be made

Below, we set out what we cannot charge for:

Education:

- Admissions applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupils 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

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

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 teacher, 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:

Education:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6)
- Music and vocal tuition, in limited circumstances (see section 6)
- 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.

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 pupils 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 or governing body 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 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.

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.

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

7. Voluntary Contributions

When organising school trips which enrich the curriculum and the educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides the information on request.

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 to fund activities which would not be otherwise possible.

Some activities for which the school may ask parents for voluntary contributions:

- Outdoor adventure activities
- Visits to the theatre
- Visits to museums
- Musical events
- Expert coaching
- Visitors into school

Residential Visits:

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we will charge for the accommodation, food and any workshops that are provided by an external provider.

Laches Wood/Standon Bowers – in Y6, all children are given the opportunity to participate in an outdoor education trip to an outdoor education centre. There is a charge to cover the costs of travel, board and lodging.

Swimming:

The school organises swimming lesson for all children in KS2 over the course of the year. These take place in school time for KS2 and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place and we ask parents for their written permission for their child to take part in swimming lessons.

PE Clubs:

The school offers additional sport clubs at lunchtime and after school. The school makes no charge for these unless they are a club offered by an external body and parents wish for their child to achieve this optional extra –curricular club.

Dinner Money:

Fees will be reviewed annually by the committee in-line with the school budget. Payment for school meals must be made in advance and all meals must be booked and paid for using ParentPay. Parents can pay/book weekly in advance using ParentPay system; this can be accessed online.

Leo's Den – Morning and after school club:

Fees will be reviewed annually by the Finance Committee and the headteacher in-line with the school budget.

Details of charges will be published on the website, the school newsletter and included with the Registration Form.

It is a requirement that all children must be registered prior to attending the club.

Nursery Charges:

All eligible children will be considered for a funded place in-line with the DfE and Staffordshire Early Years guidelines and principles. No charge will be levied prior to funding being granted.

Charges will be made for attendance outside of funded places in line with the current charging arrangements.

Charges will be levied for sessions booked irrespective of whether the child attends.

Any reduction in sessions must be notified in writing giving four weeks notice.

Any additional hours, which are in addition to a child's annual hourly allowance are to be recharged to parents.

8. Remissions for Residential Visits

Parents 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
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're 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)

9. Monitoring Arrangements

The headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the headteacher and the governing body annually.

At every review, the policy will be approved by the governing board and the headteacher, Charlotte Cooke