



Charging and Remissions Policy

Document Status	Statutory	
Category	Administration and Data	
Version	V3	
Approval level	Governing Body	
Author	Head Teacher	
Date ratified / adopted	06.12.2023	
Ratified / adopted by	Title	Chair of Governors
	Signature	
Review Cycle	Annually	
Responsibility	Head Teacher	
Next review due	March 2024	
Associated guidance	(DfE) charging for school activities the Education Act 1996 , sections 449 to 462	
Related policies / documents	Admissions Policy Behaviour Policy Complaints Policy	
Document Change History		
Version	Date	Comments - reviewed/amended/approved
V1	2016	New Policy written
V2	2020	Policy reviewed and updated to bring in line with 2018 guidance
V3	2023	Reviewed and updated in light of reopening of pre 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 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. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

3. Roles and responsibilities

3.1 The governing board

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.

3.2 Headteachers

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

3.3 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.

3.4 Parents

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

4. Trekenner Primary School does not charge for:

4.1 Education

- › Admission.
- › 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

4.2 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

4.3 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 school
 - Religious education

- › Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

5. Trekenner Primary School may charge for:

5.1 Education

- › Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- › Optional extras (see section 5.2)
- › Music and vocal tuition, where these are taught in addition to the national curriculum requirements (see section 5.3)
- › 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

5.2 Optional extras

E.g. Providing materials, books, instruments or equipment for:

- › 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 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

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.

5.3 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.

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

5.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6. Activities Trekenner Primary School will charge for:

6.2 Extended services

For any such services, the total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year in July each year.

The school will charge for the following activities:

6.2.1 School

Trekenner school provides a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day

- ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
- **breakfast club and after school clubs including wraparound care.**

For the academic year 2023-24

- *breakfast club will be charged at the rate of £3.00 per session*
- *Film [after school] club will be charged at the rate of £1 per child per session.*

6.2.2 Pre-School

Trekenner Primary School has a Pre-School onsite which is open to children from age 2 until they start Reception. This is funded through the Government EYFS 3 and 4-year-old funding and by some additional 2-year-old and SEND funding where families and children are eligible. Those not in receipt of funding are charged a fee per session.

For the academic year 2023-24

- *Non funded children will be charged at the rate of £16.50 per morning and £33 per day*

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 to fund activities which would not otherwise be possible.

The Governing Body/Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupils' education.

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

Transport for curricular activities such as swimming or enrichment activities such as sports activities, theatre performances and cultural visits such as to museums or historical sites.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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. Inability or unwillingness to pay

Trekenner School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

9. Refunds

Request for refunds for trips will be considered on an individual basis and may be rejected if the school is unable to recoup the costs incurred.

In all cases of withdrawal, either voluntarily or otherwise, applications should be made in writing to the headteacher. If approved, refunds will be processed via the original method of payment.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

10. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 5 and 7 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the headteacher in consultation with the governing body.

10.1 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
- › Support under part VI of the Immigration and Asylum Act 1999
- › 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)

Children of families who receive these payments are also entitled to free school meals and thus the Pupil Premium Grant [PPG]. Parents who are eligible for the remission of charges will be dealt with confidentially.

The headteacher and chair of governors will authorise the remission of charges.

11. Damage to property and breakages

Where school property has been willfully or recklessly damaged by a student *or parent* the school may charge those responsible for some or all the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all the cost to those responsible.

Whether or not these charges will be made will be decided by the headteacher and chair of governors.

12. Monitoring arrangements

The Headteacher and school secretary monitors charges and remissions and ensures these comply with this policy. These will be reported to the governing body as part of the school's monthly financial report.