

Charging and Remissions Policy

Aims

The Governors of Southfield Primary School believes that all pupils in our school, should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means, consistent with the school's budgetary position. This charging policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

All schools have a statutory duty to have a policy on charging and remissions for school activities, which will be kept under regular review. This policy is based on advice from the Department for education on charging for school activities and the Education Act 1996, which academies are required to comply with through their funding agreements.

Objectives

- To ensure that the circumstances when voluntary contributions may be requested are clear. – *appendix 1*
- To ensure that the circumstances when charges will or will not be made are clear. – *appendix 2*
- To ensure that the circumstances when charges may be waived are made clear – *appendix 3*

Roles and Responsibilities

It is the responsibility of the Governing Body of Southfield Primary School to review the charging policy and ensure that its statutory duties are met. It is the responsibility of the Head Teacher to implement this policy.

Related Policies

- Curriculum
- Equality

This policy was approved by The Governing Body of Southfield Primary School in their meeting on the 26th February 2020

Review Due; January 2022

Appendix 1 - Voluntary contributions

As an exception to the requirements set out in appendix 2 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible, in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law states:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher will make this clear to parents from the outset.

No child will be excluded from an activity because his or her parents are unable or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will still be given an equal chance to go on the visit.

Appendix 2 – Charges

The School can not charge for;

- a) Admission applications
- b) Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- c) Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education;
- d) Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- e) Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
- f) Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
- g) Education provided on any trip that takes place during school hours;
- h) Education provided on any trip that takes place outside school hours;
 - a. if it is part of the National Curriculum, or
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of the school's basic curriculum for religious education;
- i) Transport;
 - a. for registered pupils to or from the school premises, where the LEA has a statutory obligation to provide transport;
 - b. for registered pupils to other premises where the Governing Body or LA has arranged for pupils to be educated;
 - c. that enables a pupil to meet an examination requirement when they have been prepared for that requirement and the school
 - d. provided in connection with an educational visit.

* If a pupil fails, without good reason, to meet any examination requirement for a syllabus the fee can be recovered from the pupil's parents.

Charges will be made for;

Charges will be made for activities which are regarded as optional extras. Charges will not exceed the actual cost (per pupil) of the provision. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Activity or item/s which will be charged for.	Notes	Remitted or help
Any materials, books, instruments, or equipment, <i>where a parent wishes their child to own them</i> ;	Eg. A clay model – a charge to cover the cost of the clay.	Remission for families as detailed below
Art materials, that students need to work on at home.	Parents can choose to buy these from alternative suppliers but we will sell the at cost rate.	Remission for families as detailed below.
Revision guides	Parents can choose to buy these from alternative suppliers but we will sell the at cost rate.	
Maths equipment from Maths shop	Parents can choose to buy these from alternative suppliers but we will sell the at cost rate.	
Music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or appropriate groups pupils	
After/before/lunchtime clubs	Charges will be made for school clubs where additional staffing, hire charges or material costs are incurred. You will be made aware of these charges in advance of participation.	

Activities outside school hours	Residential and non residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours, and where the activity is not essential to the requirements of the national curriculum but adds breadth to enhance learning	Remission for families as detailed below.
The transport, board and lodging component of residential trips.	The charge will not exceed the actual cost	Remission for families as detailed below.

Trips Refund and surplus policy

All trips will be estimated accurately but if there is a surplus on a trip, the school will return any surplus of 5% or £10 per student, whichever is the greater. Any non refunded surplus will be held in the funds account to support students with families on income support.



Appendix 3 Remissions policy

In order to remove financial barriers from pupils, the Governors of Southfield Primary School have agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances and who have requested help. This remissions policy sets out the circumstances in which such charges may be waived or reduced.

Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Children entitled to Free School Meals will qualify for remission.

Qualifying criteria as of October 2019 is;

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

To check up to date eligibility for Free School Meals see the Department for Education's Website;

<https://www.gov.uk/apply-free-school-meals>

If because of eligibility for Free School Meals or for other reasons you think you may qualify for remissions please contact the Head Teacher at the primary schools and Finance Officer in the secondary schools.

Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:



- Where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection. Parents will be notified of the policy being used for allocating places.

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