



# St James Infant & Pre-School

## Charging and Remissions Policy

**Statutory** / Non-statutory

**Annual review** / 2 yearly review

Date policy adopted	February 2019			
Review date	25.11.19	11.11.20		
Reviewer's name	G Gynn	G Gynn		
Date minuted by committee meeting	3.12.19			
Next review due by	Nov 2020	Nov 2021		



## St James Infant and Pre-School

### Charging and 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 be made
- Ensure that during the school day, all children have full and free access to a broad and balanced curriculum

#### 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 England. Academies are required to comply with this Act through their funding agreements.

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

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

In our school, monitoring the implementation of this policy has been delegated Resources Committee.

### **4.2 The 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**

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

### **4.4 Parents**

Parents 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 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
  - 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

### **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 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
  - 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
  - Religious education
- Clubs ran by an external agency before or after 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 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
- 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 to fund activities during school hours which would not otherwise be possible.

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

- School trips
- Theatre performances

**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. Activities this school charges for**

The school will charge for the following activities:

- Breakfast and after-school provision
- Additional sessions in Pre-School
- Sports club ran by external agencies
- Other clubs ran by external agencies
- Contributions to educational visits including cost of transport
- Contributions towards the rental of water coolers
- Water bottles
- Photographs

For each activity, the actual cost, including the activity + transport costs, will be divided by the number of children participating.

For regular activities, the charges for each activity will be determined by the Local Academy Committee and reviewed in **June** each year. Parents will be informed of the charges for the coming year in **July** each year.

Parents will be asked to sign into Parent Pay. All money is invoiced and paid via this site. No money is to be handed into the School Office.

### **Friends of the School Activities**

These are brought into school in envelopes and collected by the office staff. They will be kept in the school safe until collected by the Treasure of the Friends.

## **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 board and will depend on the activity in question.

The governing board has agreed that pupils eligible for Pupil Premium Funding will not be liable for charges.

If an activity is deemed worthwhile, but it is anticipated that some parents may experience difficulty paying, the governing board has agreed that it may subsidise either from the school budget or the school fund. In the case of anticipated non-contribution from a proportion of parents the amount requested will not be increased to include the anticipated deficit.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

The governing board has agreed that pupils eligible for Pupil Premium Funding will not be liable for charges.

## **10. Monitoring arrangements**

The Office Manager and Business Manager monitors charges and remissions, and ensures these comply with this policy.

Monies coming in and out of the bank account are checked by the Head teacher to ensure the bank statements entries correspond with the paying books for invoiced and non-invoiced income.

This policy will be reviewed by Head teacher and InMAT every year. At every review, the policy will be approved by Finance Committee and the LAC