



Charging and Remissions Policy 2023

At Tower View Primary School we have a very clear system in place on charging and remission for activities and extra lessons supplied or arranged by the school to both supplement and extend the curriculum.

Part of the ethos of the school is to broaden the children's horizons by offering a wide range of experiences through our curriculum enrichment programme that is supported by staff and Governors alike.

No child will be placed at a disadvantage because of a parent's inability to pay and parents are encouraged to approach the headteacher, in confidence, about times when an activity or trip is planned requesting a voluntary contribution that they are unable to pay..

The Governors will review this policy and all charges and lettings fees levied by the school on an annual basis.

Aim

The aim of this policy is to set out what charges will be levied for school activities, external lettings and extended school provision, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. Guidance is based on the Education Act 1996: Sections 449-462.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher.

Definitions

- **Community Facilities** – activities which the governors do not feel is of direct educational benefit to children at the school
- **Extended school provision** – provision of childcare outside the standard school day where it is optional as to whether the child attends
- **External Lettings** – letting to an organisation other than the school
- **Remission** – where a charge is not payable, either in full or in part
- **Sinking Fund** – a reserve put aside over a number of years to pay for major maintenance or renewal costs



Prohibition of Charges

The Governing Body of the School recognise that the legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination syllabus being followed by the pupil, or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities);
- entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- education provided on any trip that takes place during school hours;
- education provided on any trip that takes place 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 schools basic curriculum for religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school;
- transport provided in connection with an educational trip

Charges

The school is able to charge for the following:

- board and lodging on residential visits (not to exceed the costs)
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - non-teaching staff costs
 - entrance fees
 - insurance costs

- individual tuition in the playing of a musical instrument
- any other education, transport or examination fee unless charges are specifically prohibited
- breakages and replacements as a result of damages caused wilfully or negligently by pupils
- extra-curricular activities and school clubs run by a third party
- Letting of the school premises or grounds
- Day trips and excursions to places of interest/ educational basis.
- Extended school care activities such as breakfast club, after school club, holiday clubs and as determined by the Governing Body (not to exceed costs)

When making a decision consideration also needs to be given to:

- the proportion of the costs recovered where a charge is to be made;
- whether any remission is to extend beyond the statutory minimum;
- whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
- arrangements for education where the parents fail to pay the charge being levied by the school;
- the level of support from the school budget where the level of voluntary contributions is insufficient to fund the visit or journey;
- the maximum amount that can be used from the school's budget to support community facilities is the amount of the school standards grant allocation;
- any charge for a pupil activity should not exceed the actual cost. If further funds need to be raised to help in hardship cases, this must be voluntary
- for lettings, the charge should at least cover the cost, including: Services (heat & light), Staffing (security, caretaking & cleaning), Administration, Wear & tear (sinking fund)

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips, but will need to pay for staffing, tuition and additional resources e.g. safety equipment. The relevant support payments are:

- Income Support; or equivalent benefit.
- Income Based Jobseeker's Allowance; or equivalent benefit.
- Support under part VI of the Immigration and Asylum Act 1999;



- Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by HMRC) does not exceed the current Government limit.
- 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)

Voluntary Contribution

Voluntary Contribution (in the case of activities where charging is not permitted) Parents will be invited to make a voluntary contribution for the following unless the activity is an essential part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at school:

- day visits taking place wholly (or mainly) in school time
- residential visits wholly, or mainly, on school days

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge. In addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered pupils at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.

It may be that certain visits cannot go ahead if insufficient contributions are received.

The costs of any optional extra undertaken by any pupil whose parents/guardians are unable to pay may not be included in the charge to other pupils but must be funded through the delegated budget, school fund or other fundraising.

The responsibility for determining the level of voluntary contribution is delegated to the head teacher.



Approved by: Finance Committee

Date: 26/10/2023

Last reviewed on: 26/10/23

Next review due by: 31/10/24

Appendix 1: Charging and Remissions for Activities and Visits

Visit/ Activity	Cost Type	Charge	Voluntary Contribution	Remission of charges where applicable*
Residential Activities (during school hours. Week)	Board/ lodgings	Yes	n/a	Yes
	Transport	No	Yes	n/a
	Activities	No	Yes	n/a
	Indirect costs	No	Yes	n/a
Residential Activities (outside school hours. Week)	Board/ lodgings	Yes	n/a	No
	Transport	Yes	n/a	No
	Activities	Yes	n/a	No
	Indirect costs	Yes	n/a	No
Non-residential visits	Entry fees	No	Yes	n/a
	Transport	No	Yes	n/a
	Activities	No	Yes	n/a
	Indirect costs	No	Yes	n/a
Non-uniform/ PTA Days	Non-uniform	No	Yes	n/a
Activities during the school week	Visiting activities (eg Roman day/ Sports Coach)	No	Yes	n/a
Wraparound care	Before School	Yes	n/a	No
	After School	Yes	n/a	No

* Mandated in legislation. School may choose to use funds such as Pupil Premium to subsidise activities as part of the Pupil Premium Strategy – this is at the discretion of the headteacher.