



PENCOMBE
C.E. SCHOOL

Charging and Remissions Policy

In God's hands, we love, learn, grow and inspire

“What shall we say the kingdom of God is like, or what parable shall we use to describe it? It is like the mustard seed, which is the smallest of all seeds on the earth. Yet, when planted, it grows and becomes the largest of all garden plants, with such big branches that the birds can perch in its shade.”

Mark 4: 30-34

Date Approved by Governing Body	
Reviewer	Mrs Orton
Date of Review	July 2023
Next Review Due	July 2024

PENCOMBE C of E PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, workshops and residential and experiences of other environments, can make towards pupils' all-round educational experience and their personal and social development. Being able to offer these opportunities supports our vision to encourage our pupils 'to love, grow and inspire'. (Throughout this policy, the term 'parents' means all those having parental responsibility for a student.)

This policy aims to show that the school:

- has 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
- offers a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 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](#).

Definitions

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

Roles and Responsibilities

The Governing Body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Executive Headteacher.

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

Senior Leaders (Executive Headteacher/Head of School)

The senior leaders are 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 Executive Head and/or Head of School of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

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

Education - what we **cannot** charge for:

- 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
 - A syllabus for a prescribed public examination that the pupil 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

Education - what we **can** charge for:

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

Transport – what we **cannot** charge for

- 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 body 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 – what we **can** charge for

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

Residential visits – what we **cannot** charge for

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

Residential visits – what we **can** charge for

Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. *We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.* The charge will not exceed the actual cost.

Parents who can prove they are in receipt of certain benefits may be exempt from paying the full cost.

Music tuition – what we **cannot** charge for

All children study music as part of the normal school curriculum. No charge is made for this. The school provides additional music activities for which no charge is made, e.g. choir, group recorder lessons.

Music tuition – what we **can** charge for

A charge is made for individual or group music tuition (in small groups) given by peripatetic music teachers. The peripatetic teachers determine the costs of lessons and instrument hire.

The Music Service offers bursaries for pupils whose parents are in receipt of certain benefits.

We give parents information about this additional music tuition before the start of each academic year.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Swimming tuition

The school organises swimming lessons for children across the school. These take place in school time and are part of the National Curriculum. We inform parents when these lessons are to take place and ask for parental consent for their child to participate.

We ask parents to make a *voluntary contribution* towards the costs of the hire of the pool and cost of transport to the pool.

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 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
- 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.

Optional activities outside school hours

The school can make charges for optional activities taking place outside school hours e.g. football coaching, drama etc.

The school currently offers after school sports club led by a sports specialist, who is not a member of school staff. These sessions are currently funded through the Sports Premium funding.

Damage to property & breakages

The school will make a charge to cover the cost of repairs or of replacing defaced, damaged or lost property where this is a result of a pupil's inappropriate behaviour.

Remission of charges

The school will consider if requested the remission of charges to parents or carers who receive the following support payments:

- Income Support or Income Based Job Seekers Allowance
- Income-related Employment and Support Allowance
- The guaranteed element of Pension Guarantee Credit
- Child Tax Credit, where Working Tax Credit is NOT in payment AND your annual income does not exceed £16,190 (as determined by HM Revenues and Customs)
- Working Tax Credit 'Run On' (A four-week payment when your employment has ceased or your working hours reduce below 16 per week)
- Support under Part VI of the Immigration and Asylum Act 1999
- Universal Credit

In other circumstances, there may be cases of family hardship, which make it difficult for pupils to take part in a particular activity for which a charge is made. When arranging a chargeable activity, the Governing body invites parents to apply in confidence for remission of charges in part or full. The request will be considered by the Executive Headteacher in consultation with the Chair of Governors, having regard to the availability of funding from other sources, for example, Pupil Premium.

Voluntary contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary.

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.

However, if we do not receive sufficient voluntary contributions, we may cancel the trip. Sometimes, the school pays additional costs in order to support the visit. The Governors have decided that should the level of support fall below 80% of costs for all pupils, then the trip or activity will be cancelled.

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 Head of School. 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.

Complaints

Complaints about the implementation of this policy or any decisions taken in line with the policy will be considered as part of the school's complaints procedures.