



BROCKMOOR PRIMARY SCHOOL



CHARGING AND REMISSIONS

Statutory Requirement:

Required on Website:

Complete if Applicable

Responsible Person: School Business Manager

Date Approved: June 2022

Review Cycle: Annually

Date of Next Review: June 2025

Approval Level: Governing Body

Complete if Applicable

Print Name: _____

Signature: _____

Date: _____

By signing this policy, I am showing I have read, understood and will abide by this policy during my time with Brockmoor Primary School.

Aim

The aim of this policy is to set out what charges will be levied for activities; what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The policy should clearly show which activities will be charged for and when charges will not be made.

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

Responsibilities

The Governing Body of the School are responsible for approving the content of the policy and the Head Teacher for implementation. The Governing Body may delegate the responsibility for the approval of the policy to a committee, an individual governor or the Head Teacher. Any determinations with respect to individual parents will be considered jointly by the Head Teacher and Governing Body.

The Head Teacher is responsible for ensuring staff are familiar with the charging and remissions policy and that it is applied consistently. Staff are responsible for implementing the charging and remissions policy consistently and notifying the Head Teacher / School Business Manager of any specific circumstances in which they are unsure about or if they are uncertain the policy applies.

Parents/carers are responsible for notifying the School of any concerns or queries regarding the charging and remissions policy.

Introduction

All education during school hours is free. No charges are applied to admission applications to the School. We do not charge for any activity undertaken as part of the National Curriculum. Although we may ask parents/carers for voluntary contributions which allow us to offer children a wider range of visits, opportunities and experiences.

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;

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- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- 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 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 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 governing body intends to make a charge.

- 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
- 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, particularly where a school club uses consumable materials.
- Any materials, books, instruments or equipment where the parent/carer wishes the child to own them

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
- 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.

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. The relevant support payments are:

- Income Support;
- Income Based Jobseeker's Allowance;
- Income-related Employment and Support Allowance
- The guaranteed element of Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999;

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- (d) Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the set limit.
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7400 a year (after tax and not including any benefits you get)

In respect of (d) above account will be taken of any revision to the amount as advised by the Authority.

Remissions may be available for some extended school activities through the PE Premium funding & Pupil Premium funding programmes. Parents eligible for this funding will be contacted by the school.

The school will attempt to reduce the cost of payments for siblings. In this case based on each cost the school will look to reduce the cost for siblings in School to half that of the full cost.

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 and in no way represent a charge. A parent is under no obligation to pay; and 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.

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher.

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. If we do not receive sufficient voluntary contributions, we may cancel a trip although sometimes the school will pay additional costs in order to support the visit. Parents have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.
- visitors to school

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education or travel expenses.

However, we do make a charge to cover the costs of board and lodging and additional travel expenses. Remission arrangements are for those children on state benefits e.g. family credit or income supplement. Where possible the school will heavily subsidise these costs for families. The charge must not exceed the actual cost.

Charges will be made for residential visits which are also outside school hours e.g. at weekends, and not part of the curriculum. This includes board and lodging, cancellation charges, insurance, transport admission to places of interest plus other sundry expenses. There are no remission arrangements.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this.

Group music tuition is provided by Dudley Performing Arts for an entire year group to learn to play brass instruments free of charge. From these children who show application and are willing to practice in their own time are provided with free musical tuition either individually or in small groups.

This free tuition includes the hire of the instrument and the first tutor books. Although this takes place in school, the agreement is between Dudley performing Arts and the parents. There would be a charge for examination fees, sheet music and neglect/abuse of the instrument.

If parents want to apply to Dudley Performing Arts for other instrumental lessons from peripatetic music teachers, then we can organise for these lessons to take place in school. DPA teach individual or small group lessons and have their own charging policy. We give parents information about additional music tuition.

Music exams which children undertake as part of their music tuition do have to be paid for by parents.

Swimming

Swimming lessons take place in school time and are part of the National Curriculum. We make no charge for this activity (subsidising it through PE Premium income) but request a voluntary contribution towards transport costs.

Extracurricular clubs

The school offers extracurricular clubs after school. The school provides a wide variety of experiences and for that we make a small charge for these sessions. The costs for each activity can be obtained from the school office.

Publication of Information

A printed copy of this policy is available from the School office upon request.