

# Wyke Regis Primary Federation

## Charging and Remissions Policy



*Inspiring Hearts and Minds*

**Approved by:**

Finance & Environment  
Committee

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Within this policy, the use of the term “parent” shall relate equally to parents, carers and/or guardians.

## **1. Aims**

Wyke Regis Primary Federation 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

## **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.

## **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 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 Head of Federation.

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

Responsibility for approving the Charging and Remissions Policy has been delegated to the Finance and Environment Committee.

### **4.2 Head of Federation**

The Head of Federation is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### **4.3 Staff**

Staff are responsible for:

- Implementing the Charging and Remissions Policy consistently
- Notifying the Head of Federation of any specific circumstances which they are unsure about or where they are not certain if the policy applies

### **4.4 Parents**

Parents are expected to notify staff or the Head of Federation of any concerns or queries regarding the Charging and Remissions Policy.

## **5. Where charges can be made**

### **5.1 Education**

- Any materials, books, instruments or equipment, where the parent wishes him or her to own them
- Optional extras (see paragraph 5.2)
- Peripatetic Music Tuition
- Certain early years provision
- Community facilities

### **5.2 Optional extras**

The Federation is able to charge for activities known as 'optional extras', charges can be made 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 ie Breakfast Club and After School Club (The Hub)

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, 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.

### **5.3 Music tuition**

The Federation can charge for peripatetic music 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
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

### **5.4 Residential visits**

The Federation can charge for board and lodgings on residential visits, but the charge must not exceed the actual cost.

## **6. Where charges cannot be made**

### **6.1 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
  - 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

### **6.2 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 that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

### **6.3 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## **7. Voluntary contributions**

The federation subsidises the costs of trips, events and activities to the highest possible level. However, as an exception to the requirements set out in section 6 of this policy, when organising trips, activities or events, the federation is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

In such a situation, if the trip/activity goes ahead, it may include children whose parents/carers have not made a financial contribution, we do not treat these children differently from others. If a significantly low level of parental contributions is received, it may be necessary to cancel the trip, activity or event.

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils eligible to participate. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions and other funds. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents. Details of proposed trips will be sent to parents as far as is practicable in advance.

## **8. Activities we charge for**

### **8.1 Residential Visits**

Children in Years 3, 4 and 6 are offered the opportunity to participate in residential visits during term time. These trips enrich the children's education and/or social development and a fee is payable to cover costs. Parents or children in receipt of Free School Meals are entitled to remission of costs for the board and lodging element of such visits (see paragraph 9.1).

Cancellation or removal of a child by Parents/Carers is a reversal of the consent and financial undertaking. In such circumstances the school will adopt the refund policy of the providers for each element of that trip. Parents are advised that a refund will only be provided if contributions exceed the cancellation fee charged by the provider. If contributions are less than the amount charged to the school, the difference will be payable by the parent.

### **8.2 Peripatetic Music Tuition**

All children study music as part of The National Curriculum and as such we do not charge for this.

Parents of children in Key Stage 2 will receive information at the start of the academic year about additional music tuition (appropriate to their age) where peripatetic music teachers teach small groups of children. This to The National Curriculum and a charge will be made for this by either the school (if tuition provided by Dorset Music Service or the teacher

directly if they are self-employed. Pupils with an award of free school meals in place can access funding through Pupil Premium, please enquire at the school office for further information regarding this.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the summer term each year. Parents will be informed of the charges for the coming year in July each year.

### **8.3 Swimming Lessons**

Children in Year 4 will receive swimming lessons under the National Curriculum. The federation makes no charge for the lessons, but we do ask parents for a voluntary contribution towards the cost. Parents/carers will be informed when these lessons take place, written permission to take part is required.

### **8.4 Items made in school**

No direct charge will be made to cover the costs of materials used in lessons such as Design Technology or Art and Design. However, if the parent/carer wishes their child to 'own' items made, they may be asked to make a contribution towards the cost of materials used.

### **8.5 Nursery Places**

Children aged 3 are entitled to 15/30 hours of free Nursery Provision. Additional sessions and attendance at Lunch Club are possible which are chargeable. Please refer to the Nursery Charging Policy for further information.

### **8.6 Breakfast Club**

Pupils from Reception to year 6 may attend Breakfast Club for which there is a charge. Pupils with an award of free school meals in place can access part funding through Pupil Premium. Please contact the school office regarding this. Please refer to the Breakfast Club policy for current charges. Seven days' notice of cancellation is required for refund of fees. Should you wish to amend any pre-booked session within this seven day period, please telephone the school office at the earliest opportunity.

### **8.7 After School Club (The Hub)**

Pupils from Reception to year 6 may attend The Hub for which there is a charge. Please refer to The After School Club (The Hub) Policy for current charges. Seven days' notice of cancellation is required for refund of fees. Should you wish to amend any pre-booked session within this seven day period, please telephone the school office at the earliest opportunity.

### **8.8 Damage to school property**

The cost of replacing any item damaged will be recovered should federation property be damaged other than in accidental circumstances. This will include items such as the fabric of the building (windows and doors etc) Technology (eg ipads and laptops) or other resources such as reading and text books

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 5 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

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

Parents with an award of income related free school meals in place will be exempt from paying the cost of board and lodging for residential visits:

Parents in receipt of the following benefits are encouraged to apply for free school meals in order to qualify for remission of fees

- 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)

## **10 Refund/Cancellations**

If a trip, activity or event is cancelled by the federation a full refund of any contributions received will be made to parents.

Parents wishing to withdraw their child from music tuition are required to give half a terms notice or pay half a terms fee in lieu of notice.

For removal or withdrawal from residential visits, please refer to advice in paragraph 8.1

## **11. Debt**

The funding provided to the federation is for the education of all pupils and cannot be used to support parental debt. Please refer to separate Debt Policy for further information and advice.

## **12. Monitoring arrangements**

The School Business Manager(s) monitors charges and remissions, and ensures compliance with this policy.

This policy will be reviewed by the Head of Federation annually. At every review, the policy will be approved by the Governing Body's Finance and Environment Committee