



## Charging and Remissions Policy

2016-2017

### 1 Aim

1.1 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.

### 2 Responsibilities

2.1 The Governing Body of the School are responsible for determining the content of the policy and the Headteacher for implementation.

2.2 Any determinations, with respect to individual parents, will be considered jointly by the Headteacher and Deputy Headteacher.

### 3 Prohibition of Charges

3.1 The Governing Body of Barnard Grove Primary School recognises that the legislation prohibits charges for the following:

- An admission application to any maintained school.
- 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 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.



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- 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/she has been prepared for that examination at the school.
- Transport provided in connection with an educational trip.
- Instrumental and vocal tuition for children in care.

### 4 Publication of Information

4.1 This policy will be published on the school's website, which will specify what charges are/are not to be made and for which activities voluntary contributions will be invited from parents/carers.

### 5 Charges

5.1 Barnard Grove Primary School may charge for:

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

5.2 Charges may be made for some activities that are known as 'optional extras.' Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. Optional extras are defined as:

- Education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school.



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- Transport that is not required to take the pupil to school or to other premises where the Local Authority/Governing Body have arranged for the pupil to be provided with education.
- Board and lodging for a pupil on a residential visit (see section – Residential Visits).

5.3 In 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. This may also include entrance fees, insurance and travel costs;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

5.4 Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, and will be divided equally by the number of pupils participating. It will not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

5.5 Furthermore, in cases where a small proportion of the activity takes place during school hours, the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore, no charge will be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

5.6 Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. **Prior parental agreement will be sought for the provision of an optional extra where it has been decided that charges will be made.**

## 6 Music/Vocal Tuition

6.1 Charges may be made for instrumental and/or vocal tuition both on an individual basis and in groups of an appropriate size (provided that the size of the group is based on sound educational principles) either within school or outside of school hours.

6.2 This is with the **exception** of teaching that is an essential part of the National Curriculum.



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### 7 Residential Visits

7.1 Barnard Grove Primary School **will not** 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, 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 visit.

7.2 Barnard Grove Primary School **may** charge for board and lodging, although the charge will not exceed the actual cost.

7.3 When the school informs parents/carers about a forthcoming visit, we will make it clear that parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging: Income Support (IS); Income Based Jobseekers Allowance (IBJSA); support under part VI of the Immigration and Asylum Act 1999; Child Tax Credit, provided that Working Tax Credit Year; the guarantee element of State Pension Credit; and/or an income related employment and support allowance.

### 8 Definitions

8.1 Education partly during school hours - Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

8.2 Non-residential activities - If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

8.3 Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

8.4 Residential visits - If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half-day" means any period of 12 hours ending with noon or midnight on any day.



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### 9 Voluntary Contributions

9.1 Barnard Grove Primary School may ask parents/carers for voluntary contributions for the benefit of the school or any school activity and will be used to cover associated costs. However;

- The Headteacher will make it clear to parents/carers that there is no obligation to make any contribution(s). Parents/carers will not be made to feel pressurised as contributions are not compulsory.
- If an activity cannot be funded without voluntary contributions, the Headteacher will make this clear to parents/carers at the outset.
- No child will be excluded from an activity simply because his/her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit then it will be cancelled.
- If a parent/carer is unwilling or unable to pay, their child will be given an equal chance to go on the visit.
- The school will make it clear to parents at the outset what the policy is for allocating places on a school visit.

9.2 The Headteacher reserves the right to use the school fund to discretely subsidise families that are genuinely unable to pay voluntary contributions.

9.3 The responsibility for determining the level of the voluntary contribution is delegated to the Headteacher.

9.4 The school will request a voluntary contribution from parents/carers towards breakages and replacements as a result of damages caused wilfully or negligently by pupils.

### 10 Remissions

10.1 Barnard Grove Primary School may remit in whole or in part the charges referred to in this policy in the following circumstances:

- If funding is received to cover some or all of the costs.
- If the Headteacher deems that the specific needs of a child/children/family are such that remission of charges is appropriate. Such cases will be examined on an individual basis.

Review Date: September 2017