



## Charging and Remissions Policy

*This Policy will be reviewed by the Resources Committee annually or, in the event of a change in legislation, earlier.*

**Updated January 2020**

**Signed**

**Head Teacher:** Rosalind Owen

**Chair of Governors:** Elaine S. Bardwell

**Date:** 30 January 2020

This Policy sets out how the Governors of St Michael's C of E Primary School determine which activities at the school will be charged for. This Policy follows sections 449 - 462 of the 1996 Education Act, which sets out the law on charging for school activities in schools maintained by local authorities in England.

### **Voluntary contributions**

For the school to offer a wide range of activities and experiences linked directly and indirectly to the national curriculum, it is sometimes necessary to ask for voluntary contributions from parents to help cover some or all of the costs. There is nothing in legislation that prevents the school from doing this and some activities cannot be funded without voluntary contributions. If an activity cannot be funded without voluntary contributions, this will be made clear at the outset. There is no obligation for parents to make any contribution and no child will be excluded from an activity simply because their parents are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund an activity, or the school cannot fund it from some other source, then it will be cancelled. We aim to keep costs to a minimum and seek funding from other sources where possible. The PTA also subsidises a number of trips and activities throughout the school year.

### **No charges can be made for**

1. an admission application
2. education provided during school hours (including the supply of any materials, books, instruments or other equipment)
3. education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that a child is being prepared for at the school, or part of religious education
4. instrumental or vocal tuition, for children learning individually or in groups, unless the tuition is provided at the request of the child's parent
5. entry for a prescribed public examination, if the child has been prepared for it at the school
6. examination re-sit(s) if a child is being prepared for the re-sit(s) at the school
7. transport provided in connection with an educational visit.
8. transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
9. education provided on any trip that takes place during school hours
10. 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
11. supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

### **Charges may be made for**

1. any materials, books, instruments, or equipment, where the child's parent wishes them to own them
2. optional extras (including the cost of providing materials, books, instruments, or equipment, staffing, buildings and accommodation). Optional extras are:
  - 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
  - transport (other than transport that is 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

- extended day services offered to pupils (for example breakfast club, after-school clubs and supervised homework sessions)
3. vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the child's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition

### Residential visits

Schools **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, 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.

*\*If the number of school sessions taken up by the residential 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.*

Schools **can** charge for board and lodging but the charge must not exceed the actual cost. Parents who are in receipt of certain benefits do not have to pay for board and lodging (see Remissions below).

### Remissions

The Governors do not intend any child to be excluded from activities because of financial need. Some activities, that school can legally charge for, will be offered at no charge or a reduced rate to some families. Parents who feel they have other special circumstances that mean they require assistance should speak to the Head Teacher, who will decide whether to offer financial support. Payment for trips and activities can be paid in instalments, including after the date of the event.

Parents in receipt of the following benefits do not have to pay for board and lodging on residential trips:

- 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 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)