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| **Dale Community**  **Primary School**  **Charges and Remissions Policy** |



**Head Teacher: Louise Foster**

**Chair of Governors: Russell Langley**

**Policy Approved by: Governors Finance and Personnel Committee**

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Personnel Committee

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Personnel Committee

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Personnel Committee

**CHARGES AND REMISSIONS**

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**1. Aims**

Our school aims to:

* Have a 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**

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 teacher.
* Responsibility for approving the charging and remissions policy has been delegated to the Finance and Personnel Committee.

Head teachers

* The head teacher is 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 head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.

The school will provide staff with appropriate training in relation to this policy and its implementation.

Parents

* Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

**5. Where charges cannot be made**

Below we set out what we **cannot** charge for:

* Education
  + Admissions 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 pupils parent
  + Entry for a prescribed public examination if the pupil has been prepared for it at school
  + Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school
* Transport
  + Transporting registered pupils to or from the schools 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 and examination requirement when he or she has been prepared for that examination at the school
  + Transport provided in connection with an educational visit
* Residential visits
  + Education provided on any visit that takes place during school hours
  + Education provided on any visit that takes place outside school hours is 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

**6. Where charges can be made**

Below we set out what we **can** charge for:

* Education
  + Any material, book, instruments or equipment, where the child’s parent wishes him or her to own them
  + Optional extras (see below)
  + Music and vocal tuition, in limited circumstances
  + Certain early years provision
  + Community facilities

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 the other premises where the local authority or governing body 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 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.

* Music tuition
  + Schools can charge for vocal or instrumental 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
* Residential visits
  + We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost
* Publication Charges
* In line with our Freedom of Information Policy, charges can be made to cover the cost of hard copy requests of school policies and other materials available on our school website. Charges will not be in excess of costs incurred by the school. Charges will cover the cost of printing and postage where required. Please read our FOI Policy for full details.

**7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible

Some activities for which the school may ask parents for voluntary contributions include school trips, visitors to school or visits to the theatre

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

**8. Activities we charge for**

The school will charge for the following activities:

* Breakfast club: A nominal fee will be charged to cover food costs
* Music tuition: A fee will be charged to pay for the tutor

(this cost is set by the tutor)

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

**9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy or may offer a reduced cost. This will be at the discretion of the governing body and will depend on the activity in question.

**Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will receive a reduction in the cost of board and lodging for residential visits:

* Income support
* Income-based jobseekers 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 and 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 £7400 per year – after tax and not including any benefits)

To request assistance, parents should contact Chris Pass (School Business Manager) cpass@dale.derby.sch.uk , via the school Office or tel:01332 760070.

**10. Monitoring arrangements**

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed annually.

Appendix A

Charges and Remissions

* Residential school trips support for families in receipt of Pupil Premium (see Section 9 of this policy) - parents to fund 80% of overall costs, school to fund 20% of overall trip.
* School trips – parental contribution to school trip
* Passport/visa application - £5
* Book bags – £5.45
* School jumper – £9.55
* School cardigan – £10.55
* PE bag – £4.35
* Sun cream (provided by the school) - £1 per year
* Holiday clubs - £2.00 per day
* Lost/damaged library books – price according to replacement value
* Lost/damaged reading scheme books - £7
* Deliberate damage to school property – price according to replacement value
* Breakfast club - £2 per day
* Snack money - £33 per year/ £11 per term
* School meals (pupils) - £2.30
* School meals (staff) - £3.50
* Duty meal - £1 (for further details on the expectations during a duty meal, see Staff Handbook)
* Telephone – Please inform the SBM if you have made a call for personal reasons. The call will be charged at cost as per the itemised bill
* Photocopying – 10p per mono print, 20p per colour print
* Lost lanyards and photo ID - £5
* Lost key fobs - £5