



Charging & Remissions Policy

Date written:	February 2022
Date adopted/reviewed:	February 2022
Review schedule:	Biennially
Policy Area:	FINANCE

1. Aims and Ethos

At All Saints CE Primary School & Nursery it is our aim to raise standards by promoting a school ethos that is underpinned by core Christian values. Our Christian values support all areas of learning and can contribute to pupils' motivation to learn. It is recognised that this will be most successful when the values and attitudes promoted by the staff provide a model of behaviour for the children. All our policies and decision making are formed through the lenses of these Christian values to ensure that our school lives them out in all aspects of its collective life.

This policy sets out clear, robust processes for charging and remissions at our school. It details the types of activity that can be charged for, and when charges will and will not be made. We aim to offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

2. Legislation & 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.

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 headteacher. The Governing Body also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving and monitoring the implementation of the charging and remissions policy has been delegated to the Resources Committee.

Headteacher

The headteacher 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 headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

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

5. Where charges cannot be made

5.1 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 (see section 6.3)
- 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

5.2 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

5.3 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, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision (see section 6.5)
- Community facilities (see the separate Lettings Policy)
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school and the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 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)
- School meals (see section 6.6)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as Breakfast Club & after-school clubs)

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 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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided during the school day either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent. Charges will 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

6.4 Residential visits

We will charge for board and lodging on residential visits, but the charge will not exceed the actual cost.

Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received, and the family's income assessed by Her Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guaranteed element of State Pension Credit
- An income related employment and support allowance
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

6.5 Early Years Provision Elements

The school nursery provision uses funding provided by the Government to cover the basic provision. Parents can expect to provide or pay for consumables or additional activities offered by the school nursery, such as nappies or trips.

6.6 School Meals

The school has engaged Herts Catering Ltd as the school provider for meals. This service is provided as a convenience to parents and as such parents can choose to use it or provide their child with a meal from home (in line with school policies for healthy eating).

To use this service, parents must ensure their child's account is in credit by at least the cost of a meal before their child takes a meal (current prices are published on the school website). The meal cost is reviewed annually by Herts Catering Ltd.

Meals are provided free of charge for eligible children:

- Children in any year group whose parents are in receipt of certain benefits (see Section 8) – Free School Meals. Parents must apply through the Local Authority to verify their eligibility for Free School Meals: [Free school meals | Hertfordshire County Council](#)
- Children in Reception, Year 1 and Year 2 classes – Universal Infant Free School Meals. Parents are asked to register their child online with the local authority when they join the school in these year groups: [Free school meals | Hertfordshire County Council](#)

6.8 Schedule of Charges for information requested under the Publication Scheme or Freedom of Information Requests

Material published and accessed on our school website is provided free of charge. Disbursements for other information will be charged as follows:

- Photocopying – 5p/copy black & white, or 10p/copy colour
- Postage – current rate for First/Second Class.

6.7 Damaged or Lost items

The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school may ask for voluntary contributions from parents to fund activities which would not otherwise be possible. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

No child will be excluded from an activity because their parent is unwilling or unable to pay a contribution. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Where a parent has indicated in writing that a voluntary contribution will be made, we will send reminders until the school is otherwise advised by the parent that they are no longer willing/able to make that payment.

The Governors have identified the following activities for which a Voluntary Contribution may be requested (though this list is not exhaustive):

- Swimming Lessons
- School trips & visits
- Visits by theatre companies/musicians
- Cooking & craft
- Offsite activities insurance
- School funds generally

8. Refunds, Remissions and Additional Considerations

In the event of a visit/trip having to be cancelled by school or the provider, full refunds will be made of any monies collected.

The Governors have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

Parents who can demonstrate they are in receipt of any of the following benefits (those used to determine 'Free School Meal' eligibility) may request assistance with the costs of activities:

- 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)

The Governors may also consider other families where there is demonstrable need for support, at the Headteacher's recommendation. The school will also support families in applying for local grants to support the costs of trips and visits.

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- We have an established system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip

- We acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

9. Arears / Debt Recovery

The Governors have put in place a separate policy for when parents are in arears/debt for charges made (such as School Meal payments).

9. Monitoring arrangements

The Headteacher monitors charges and remissions and ensures these comply with this policy.

This policy will be reviewed by the Headteacher every two years, or sooner if a change in guidance or legislation requires it. At every review, the policy will be approved by the Resources Committee.