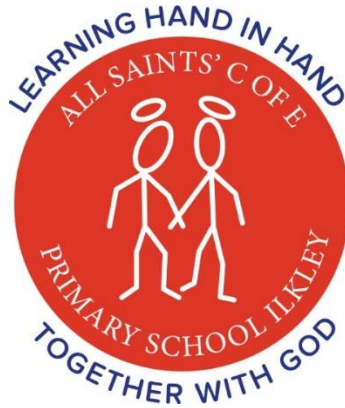


All Saints' C of E Primary School



Vision

Learning hand in hand together with God.

Values

Hopeful school through honesty, forgiveness and trust
Achieving school through resilience, respect and ambition
Nurturing school through care, compassion and friendships
Developing school through wisdom, faith and fun
Sharing school through kindness, celebration and love

Charging and Remission Policy

Written: October 2023

Written By: Stuart Gawthorpe

Reviewed By: Alan Jarvis

Ratification date: November 2023

Ratified by: Full Governing Board

Review date: September 2024



Charging and Remission Policy

Statement of intent

All Saints' C of E Primary School is committed to ensuring equal opportunities for all children, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school visits, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- Freedom of Information Act 2000

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Responsibilities:

The Governing Body of the school are responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

Charges will not be made for:

The Governing Body of the school recognise that legislation prohibits charges for the following;

- 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 resits if the pupil is being prepared for the re-sit at the school.



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- 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.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education 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.

Charges may be made for:

- Board and lodging on residential visits (however this will not exceed the cost charged to the school)
- The proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for;
- Travel
- Materials and equipment
- Non-teaching staff costs
- Insurance costs
- Vocal and musical instrument tuition.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Extra-curricular activities and school clubs (where appropriate)
- Any extended school activity (where appropriate)
- Damage/vandalism/loss to and of school property

'Optional Extras'

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Non-teaching staff (including TAs)
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

All Saints' C of E Primary School will not charge in excess of the actual cost of providing the optional extra divided by the number of participating children. A subsidy will not be charged for any children wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.



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Voluntary Contributions

All Saints' C of E Primary School may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There will be no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No child will be excluded from an activity simply because their parents are unwilling or unable to pay. 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.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.

Parents will be invited to make a voluntary contribution for the following:

- Educational visits
- Educational visitors and activities

The terms of any request made to parents will specify that it is a voluntary contribution and in no way represents a charge. In addition, the following will be made clear to parents;

- that the contribution is genuinely voluntary and a parent is under no obligation to pay
- that children registered at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request

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

Voluntary contributions will be used to;

- meet the costs associated with an educational visit
- meet the costs associated with an educational visitor

If insufficient voluntary contributions are raised to fund the visit, then it will be cancelled.

Music tuition

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the child's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of pupils who are Looked After.



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Transport

The school will not charge for:

- Transporting registered children to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered children to other premises where the governing board or LA has arranged for children to be educated.
- Transporting children to meet an examination requirement when they have been prepared for the examination at the school.

Education partly during school hours

If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it will be deemed to take place during school hours and no charge will be made.

Whatever the start and finish times of the school day, regulations require that the school day is divided into two sessions. School hours will not include the break in the middle of the day.

If less than 50 percent of the time spent on an activity occurs during school hours, it will be deemed to have taken place outside school hours and the school may charge for the activity; however, the school will not charge if the activity is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of RE.

The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by the school.

Any charges for extended day services will be optional.

Residential Visits

The 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, part of a syllabus for a prescribed public examination that the child is being prepared for at the school, or part of RE.
- Supply teachers to cover for teachers accompanying children on visits.

The school may charge for board and lodging, 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 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



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- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and have an annual gross income of no more than that set out by the Department for Work and Pensions at the time the residential is planned
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, the school will not charge for the activity.

Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of a child or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

School Meals

The Governing Body will determine and publish annually the price to be charged for school meals in conjunction with advice from the school Catering Manager.

Remissions

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

Parents in receipt of any of the following benefits 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 that they are not also entitled to Working Tax Credit and have an annual gross income of no more than that set out by the Department for Work and Pensions at the time the residential is planned
- Working Tax Credit run-on – paid for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit

To request assistance, parents should contact the Headteacher via office@allsaintsilkeley.bradford.sch.uk.



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School trip refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, the school will immediately seek a refund from the organisation, or their insurance provider if no alternative date is offered. Once this refund has been received parents will receive a refund. Where the provider, or their insurer, refunds the school this will be passed on to parents.

In the event that a child or their parents cancel the child's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the child's place on the trip, and whether the place on the trip can be offered to another child.

In the event that a child cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take into account whether the school will be reimbursed for the child's place on the trip and whether the place on the trip can be offered to another child.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all children and their families are treated equally.

If a parent wishes to make a complaint about refunds, they will be able to do so via the Complaints Procedures Policy.

Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

Monitoring and review

This policy will be reviewed at least **annually** by the Governing Board. The next scheduled review date for this policy is September 2024.