

Park Hill Primary School

Charging and Remissions Policy



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| Written By | Mrs C. Logan |
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Policy Version Control

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| 02.03.23 | Pg. 4 - Change of Chair on Key Personnel |
| 02.03.23 | Pg. 9.- After school club provision addition |
| 02.03.23 | Pg.10 – Addition to 30 Hour charges – ‘If a parent would prefer to collect their child for the lunch hour, no charge will be made’ |
| 19.03.25 | Pg. 10 – Charges for the completion of forms not relating to curriculum activities and/or school life |
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Statement of Intent

At Park Hill Primary School, we acknowledge that we have a responsibility to provide a variety of curricular and extra-curricular opportunities for all children, regardless of family financial circumstances.

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/carers.

Terms of Reference

This policy has been formulated in accordance with and may be read in conjunction with the following documentation:

- Department for Education: 'Charging for School Activities'
- Council for Learning Outside the Classroom: 'Charging Policy'

Charges and Remissions Policies

No charges can be made unless the Governing Board of the school or Local Authority has drawn up a Charging and Remissions Policy, giving details of the optional extras or board and lodging that they intend to charge for.

The Governing Board's policy may be more or less generous than the Local Authority's, as long as it meets the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.

If a charge is to be made for a particular type of activity (for example, optional extras), parents/carers need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents/carers.

The Charging and Remissions Policy must set out any circumstances in which the school or Local Authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their policy. For example, a school may decide to provide an Italian language evening classed as an optional extra. The Governing Board may decide to reduce the cost for those children whose parents/carers are in receipt of certain benefits.

Key Personnel in Relation to this Policy

| Name | Role(s) |
|--------------|--|
| Mrs L. Lohan | Chair of Governors |
| Mrs C. Logan | Head Teacher Designated Safeguarding Lead |

Roles and Responsibilities

The Governing Board has agreed the following principles:

- Parents/carers will be invited to make voluntary contributions towards any part of the school's work that is offered as an extension to the normal curriculum provision.

- A charge may be made for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras.
- A charge may be made for board and lodging on residential courses.
- No child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, then it must be cancelled. We will make sure that we make this clear to parents/carers. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make it clear to parents/carers at the outset what our policy for allocating places on school visits will be.
- The cost of accompanying supervisory adults will be met by the voluntary contributions from parents/carers, unless these are members of the school staff, or volunteers.
- An extra-curricular activity should be self-financing and non-profit making.
- If a trip account shows a substantial balance once all payments have been cleared, a refund will be offered to all paying participants in equal shares. Small balances will be transferred to the trip contingency fund.
- The interests of the school community as a whole should determine the development of procedures and practices within the Charging and Remissions Policy.
- The Charging and Remissions Policy should operate in a way consistent with (and complementary to) other relevant school policies, for example, Equal Opportunities and reflect the spirit of the Disability and Special Educational Needs and Disability Act 2001.

School Leaders will:

- Make it clear to parents/carers when an activity cannot be funded without voluntary contributions.
- Seek voluntary contributions from parents/carers, when necessary, to enable pupil excursions to be organised.
- Put parents/carers under no pressure to make contributions.
- Assist individual families in cases of hardship where possible to do so.
- Ensure confidentiality and treat students in the same way, regardless of whether or not their parents/carers have made a contribution.
- Request a contribution towards repair or replacement where damage has occurred as a result of unacceptable student behaviour.

School Charging

Education

Schools and Local Authorities **cannot** charge for:

- An admission application to any state funded school – paragraph 1.9 (n) of the ‘School Admissions Code 2014’ rules out requests for financial contributions as any part of the admissions process.
- 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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/carer.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.

- Examination re-sit(s) if the pupils being prepared for the re-sit(s) at the school.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parents/carers wish for him/her to own them.
- Optional extras (see page below).
- Music and vocal tuition, in limited circumstances (see Music Tuition).
- Certain Early Years provision.
- Community facilities.

Optional Extras

Charges may be made for some activities that are known as 'optional extras.' Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. 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.
 - 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 Board 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, tea and supervised homework sessions).

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.
- The cost of buildings and accommodation.
- 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 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 must not exceed the actual cost of providing the optional extra activity (divided equally by the number of pupils participating). It must not, therefore, include an element of subsidy for any other pupils wishing to participate in the activity whose parents/carers are unwilling or unable to pay the full charge.

Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

Nothing in legislation prevents a school Governing Board or Local Authority from asking for voluntary contributions for the benefit of the school or any school activity. However, if the activity cannot be funded without voluntary contributions, the Governing Board or Head Teacher should make this clear to parents/carers at the outset. The Governing Board or Head Teacher must also make it clear to parents/carers that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit and the school cannot fund it from some other source, then it must be cancelled. Schools must ensure that they make this clear to parents/carers. If a parent/carer is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. Schools should make it clear to parents/carers at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents/carers must not be made to feel pressurised into paying (as it is voluntary and not compulsory). Schools should avoid sending chase letters to parents/carers as a reminder to make payments and direct debit or standing order mandates should not be sent to parents/carers when requesting contributions.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges can be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of pupil's parent/carer.

Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teacher is either an essential part of the National Curriculum or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a Local Authority.

Transport

Schools **cannot** charge for:

- 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/she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit.

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 accompanying pupils on a residential visit.

Schools **can** charge for:

- Board and lodging – the charge must not exceed the actual cost.

When a school informs parents/carers about a forthcoming visit, they should make it clear that parents/carers who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging.

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 can 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.

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.

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.

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.

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.

Residential Visits

If the number of school sessions taken up by the visit is equal 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.

Example 1

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

Breakfast Club Membership

A Breakfast Club service will only be offered if there is sufficient demand and it is financially sustainable.

Payments will need to be made each Monday (at the beginning of the week that the child attends). This is paid via [ParentPay](#).

Charges are dependent on the time of arrival and whether breakfast has been included. Costs are made clear to parents/carers on their initial enquiry or upon review by the Governing Board.

If payments are not made on time, a reminder will be sent. Failure to pay may result in the service being withdrawn.

After School Club Provision

An After School Club provision service will only be offered if there is sufficient demand and it is financially sustainable.

Payments will need to be made each Monday (at the beginning of the week that the child attends). This is paid via [ParentPay](#)

Charges are dependent on the time leaving the premises. Costs are made clear to parents/carers on their initial enquiry or upon review by the Governing Board.

If payments are not made on time, a reminder will be sent. Failure to pay may result in the service being withdrawn.

30-Hour Nursery Provision

A 30-hour nursery provision is available to parents with an eligible code. Parents are charged for the 1-hour lunch period to cover staffing and to allow for the nursery to be open from 8.30am - 3.30pm each day. The charge is currently £5 per day and does not include a school meal. Parents are invoiced on a termly basis, charges are applicable regardless of attendance unless the school closes due to an enforced closure. This is paid via ParentPay. If a parent would prefer to collect their child for the lunch hour, no charge will be made.

Failure to pay may result in your child reducing to 15-hours free funding.

Other Charges

If a parent requests the completion of forms not relating to curriculum activities and/or school life, such as Disability Living Allowance (DLA) or Passport applications etc., parents will be charged £10.00 per application (£5.00 per application for Passports) to cover admin time. Staff are not obliged to complete forms they are not willing to support. This charge will be placed on the child's account and paid into our School Fund via [ParentPay](#). Payments received will be used for resources or activities to benefit the pupils. Applications will be completed after payment has been received.