



St John's CE Primary School

Charging and Remissions Policy

Approved by Governors : January 2024

Our School Vision is underpinned by the Bible Verse John 10:10. '**That they shall have life, life in all its fullness**'; we aspire to challenge everyone to achieve more than they ever thought possible and live their life in all its fullness through an extensive menu of enriched learning opportunities both within the classroom and beyond. The curriculum consists of all the planned activities that we organise in order to promote learning and personal growth and development. It includes not only the formal requirements of the National Curriculum, but also the range of extra-curricular activities that enrich the experience of the children. This policy explains how the school will pay for such a rich experience of 'extra's' for all pupils whilst balancing the cost of such a varied experience through the use of voluntary contributions.

Introduction

Section 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This charging and remissions policy for St John's CE Primary School has been reviewed in conjunction with the latest DfE departmental advice for charging for school activities (May 2018).

Charging Policy

Activities without charge

There will be no charge for the following activities:

- Education provided during school hours (including the supply of any materials, books, instruments and 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;
- There will also be no charge where Instrumental and vocal music tuition is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 1 & 2 Instrumental and Vocal Tuition Programme
- Instrumental and vocal tuition for children in care

For Transport facilities – schools cannot charge for;

- 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 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 (though a voluntary contribution could be requested – see paragraph (b) optional extras – under the chargeable activities section in this document)

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents/carers at the outset, although there is no obligation to make any contribution.

Pupils will not be excluded from an activity simply because their parents/carers are unwilling or unable to pay. It must be outlined that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the school has no option but to cancel the visit/activity.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Chargeable Activities

a) Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this.

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. These regulations also allow for charging for tuition in larger groups than was previously the case.

Charges may now 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 the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

b) Optional extras

The school also arranges external curriculum visits/trips and in-house workshops, these activities are known as 'optional extras'. Any voluntary contributions required for these activities to enhance the pupils learning and development will be notified to parents at the relevant time during the year. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are defined as;

(a) Education provided outside of the school time that is not;

- 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

(b) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

(c) 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);

(d) board and lodging for a pupil on a residential visit; activities on a residential visit that are not part of the statutory national curriculum;

(e) extended day services offered to pupils (for example breakfast club, after school club, and supervised homework sessions).

The following is a list of additional activities organised by the school which may require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- Educational visits to museums, parks etc
- Sporting activities which require transport expenses
- Off curriculum activities held in school
- Visits to the theatre
- Events where an outdoor group or speaker is brought in
- Additional music lessons outside of the curriculum.

When calculating the cost of the optional extras being charged by the school, the following costs may be included in the calculation

- 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; and
 - 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

The school can charge for board and lodging costs for a residential visit, but the charge must not exceed the actual cost of the visit. Parents/carers who can prove they are in receipt of the following benefits will not pay the full cost of board and lodging/ a reasonable proportion will be agreed by the school

- Income support (IS);
- Universal Credit
- Income based jobseekers allowance (IBJSA);
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- Child tax credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- The guarantee element of State Pension Credit;

Damage to property and breakages

Where school property has been wilfully or recklessly damaged, the school may charge those responsible for some or all of the cost of repair or replacement. Whether or not these charges will be made will be decided by the Headteacher and dependent on the situation. Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Counter Signatory Fees

Where parents require a counter signatory for a passport, a chargeable fee of £5.00 will be applied and notice period of two weeks will be required; the headteacher is the only member of staff who should sign such applications. Please note, St John's CE Primary School staff are not permitted to sign any documentation in regard to residents permits, citizenship or leave to remain.

Remissions Policy

Where the school has agreed to implement charges for the activities listed under optional extras, for those children in receipt of pupil premium grant funding (PPG) the school may agree to waive on a case-by-case basis, contributions and costs.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

This policy will be reviewed on a 4-yearly cycle (or earlier if new guidance/directives are provided to school's/Governing bodies) and the updated policy will be presented to the next available Governing Board meeting held by the school.