



# Charging and Remissions Policy

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## 1. Aims

At Duncombe Primary School, we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

In order to fulfil this core value, we will ensure that we;

- Have 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 has been written to incorporate advice from the Department for Education (DfE) on *charging for school activities* (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

DfE guidance on charging for school activities;

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## 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

### ***Full Governing Body (FGB)***

The Full 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 IEB also has overall responsibility for monitoring the implementation of this policy.

### ***The Headteacher***

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### **Staff**

Our 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
- The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents/carers 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**

In accordance with statutory guidance, Duncombe Primary School will not charge for:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents/carers have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time. However, we may permit organisations to charge parents/carers when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents/carers want their children to join in the activity. This includes instrumental tuition for individual pupils or pupils in small groups.
- Admission applications Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- School meals for pupils registered for Free School Meals, or in the case of the London borough of Islington's where all primary school age children receive free school meals

### **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 to cover for those teachers who are absent from school

- accompanying pupils on a residential visit

### **Swimming**

The school organises swimming lessons for children in Year 4. These take place in school time and are part of the National Curriculum. We do not charge for this activity and will inform parents/carers when these lessons are to take place.

### **Sports Coaching**

All children have games lessons e.g. football, netball, hockey, as part of the school curriculum and there is no charge for physical education activities that are part of the school day.

## **6. Possible charges**

Below we set out what Duncombe Primary School can charge for:

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)

- Music and vocal tuition if this at the request of the parent
- Community facilities (please see separate Letting Policy)

### **Optional extras**

Following guidelines from the DfE, the school will recover the costs of providing these extended services directly from those who use them. The level of charging therefore will be based on actual costs and will be reviewed as required.

At the time of this policy the following costs apply;

- Breakfast Club – 7.00am – 8.40am – Monday to Friday
- £1.50 per day
  
- After School Club 3.20 – 6pm – Monday to Friday
- £5.50 per day
  
- Full extended day – Breakfast Club and Afterschool club
- £6.50 per day
- Subject specific clubs
- To be agreed on booking

We have many clubs that run at different times of the year, which provide a rich and varied programme of activities. These are run by individuals or organisations and are chargeable.

Parents/carers will be informed of activities and their associated cost as these are planned throughout the year.

### **Residential visits**

We can charge for board and lodging on residential visits, however at Duncombe, we will never charge parents/carers beyond the actual cost.

### **Damaged or Lost School Property**

Parents/carers may be asked to contribute towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book

- Any charge made in respect of individual pupils will not be greater than the actual cost of replacing the equipment/item.

## **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/carers to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- Visits from professionals including authors, performers, activity days and workshops as part of trips.

- No child will be excluded from activities or events if parents/carers are unwilling or unable to pay.
- If the school is unable to raise enough funds for an activity or visit then it may be cancelled. The school will make parents/carers aware of a possible cancellation.
- If a parent wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. (No individual circumstances are disclosed).
- At times, the school will subsidise additional costs in order to support the visit.
- Parents/carers have a right to know how each trip is funded and can request this information from the school office.
- Charity events, like non-school uniform days
- Whole school events like celebrations, fairs and disco's

## **8. Remissions**

In some circumstances, the school may not charge for items or activities set out in section 6 of this policy. This will be at the discretion of the school and will depend on the activity in question.

### ***Remissions for residential visits***

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- Universal credit provided a household income of less than £16,190
- 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 HMRC) does not exceed £16,190
- State Pension Credit or State Pension

## **9. Nursery Top Up**

All nursery children have 15 free hours and 30 free hours for those eligible. Duncombe does not currently offer childcare outside of the 15 or 30-hour eligibility. As such top up fees have not been agreed.

## **10. Late Collection Charge**

School finishes at 3.20pm. We consider children left at school after 3.30pm to be needing childcare. Therefore, we will place children left after this time in the After-School Club and the above club charges will apply.

## **11. Monitoring arrangements**

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

This policy will be reviewed by School Business Manager every year at every review, the policy will be approved by the Full Governing Body.

For regular activities, the charge for each activity will be determined by the SBM/SLT/Full Governing Body and reviewed in September each year. Parents/carers will be informed of the charges for the coming year in July for the new academic year.