



Fairfields Primary School & Nursery

Charging and Remissions Policy

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Owner	Mrs L Barker



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Introduction

Our school aims to:

- 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

1 Legislation and 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](#).

2 Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

3 Roles and responsibilities

3.1 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.

3.2 Headteacher

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

3.3 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

The school will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

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

4 Where charges cannot be made

Below we set out what we **cannot** charge for:



4.1 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

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

4.2 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 Body 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

4.3 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

5 Where charges can be made

Below we set out what we **can** charge for:

5.1 Education

Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them

Optional extras (see section 5.2)

Music and vocal tuition, in limited circumstances (see section 6.3)

Certain early years provision

Community facilities



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

5.2 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 Body has 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 (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)
 - 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 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.
 - Parental agreement is necessary for the provision of an optional extra which is to be charged for.

5.3 Music tuition

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



Charges may 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

Children whose parents are in receipt of the support listed in section 8 may be entitled to help towards the costs of music tuition if their music tuition is arranged through Hertfordshire Music Service.

5.4 Residential visits

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

6 Voluntary contributions

As an exception to the requirements set out in section 4 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

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

- Trips
- Workshops
- Swimming
- Year 6 Residential

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

6.1 Refunds

At the end of each journey or visit, the surplus or deficit will be calculated from the journey book or visit sheet and confirmed against the ledger records.

If the journey or visit makes a surplus, then parents and guardians will be offered a refund. Any refunds will be made as soon as possible after the visit.

On occasions when pupils are subsidised by the school, refunds are made based pro rata to the amount refunded to those paying the full amount. Parents are not liable for the VAT element on a trip.



7 Activities we charge for

The school will charge for the following activities:

7.1 Extra-Curricular Clubs.

The school runs various enrichment clubs and activities during lunch times and after school. The school makes no charge to parents for those clubs which are run by the school's teaching staff and subsidises many activities run by third parties.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in March each year. Parents will be informed of the charges for the coming year in April each year with new charges applied in the September.

7.2 Little Fields Pre-School

Little Fields is our on-site pre-school. Children are taken from the age of 2 years and 2 months. Parents are generally offered 2 to 3 sessions per week. All children are entitled to 15 hours free early education (15 hours FEE) from the term after their 3rd birthday, some children may also be eligible for 2 year old funding. All fees are paid directly to Little Fields and are detailed in the admission pack.

7.3 Breakfast Club & After School Club – Early Birds & Night Owls (EBNO)

The school runs a Breakfast Club from 07.30 to 08.55 each day and an After School Club from 15.25 until 18.00 each day. These wrap around care clubs received a Government grant to help with the setting up costs.

The daily session charges are detailed in the EBNO Policy.

7.4 Lettings – Please see the school's separate Letting Policy

8 Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

8.1 Remissions for residential visits

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

- 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)

If money is not forthcoming or where there are known to be family hardships, this can be discussed with the Headteacher who is authorised to waive all or part payment.

9 Monitoring arrangements

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

This policy will be reviewed every year

At every review, the policy will be approved by the Headteacher and Governing Body.