



## **Charging and Remissions Policy**

**January 2023**

### **1. Introduction**

This policy is a statement of the aims, principles and strategies for the circumstances in which charging and remission for school activities and school visits will take place.

### **2. Rationale**

Sections 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 policy follows the advice provided by the Department for Education: Charging for school activities – May 2018 and will be reviewed if further advice is published.

### **3. Objectives and principles**

This policy outlines circumstances whereby the school may:

- Request voluntary contributions
- Offer optional extras at a cost to parents/carers
- Remit charges for some or all pupils

### **4. Approaches**

#### **4.1 Education**

The school cannot charge for:

- An admission application
- Education provided during school hours
- Education provided outside school hours if it is part of the national curriculum or part of Religious Education
- Instrumental or vocal tuition unless the tuition is provided at the request of the parent/carer

The school can charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them (e.g. a DT project with a battery and bulb whereby the parent wishes to bring the project home)
- Optional extras (see below)
- Musical and vocal tuition (see below)
- Nursery provision beyond funded hours
- Community facilities (e.g. Out of School Club)

#### **4.2 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 that may be offered at Withinfields are:

- 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);
- Board and lodging for a pupil on a residential visit
- Extra-curricular clubs



When the cost of optional extras are calculated, 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; 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 charge will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will not include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. It may be that Pupil Premium funding will be utilised to pay the contribution for children eligible for this if parents make this request.

For activities where a small proportion takes place during school hours, costs to cover supervision/provision for those children not taking part will not be charged. For example, the cost of supply teachers to cover staff attending residential visits will not be charged to those attending the residential visit.

Participation in any optional extras will be on the basis of parental/carer choice and a willingness to meet the charges. Parental agreement is therefore a necessary prerequisite for the provision of an optional extra where charges will be made.

#### 4.3 Community Facilities

The school operates an Out of School Club which offers childcare for parents. When the charge for the sessions for this facility are determined, the costs are calculated by taking into account:

- Staff who are solely working in the Out of School Club
- The cost of food for breakfast or snack offers
- The cost of resources and materials for activities which are run within the club
- A proportion of the salary of a Designated Safeguarding Lead to be available during the operating hours
- A proportion of the administrative staff team for the purposes of managing the finances, processing orders, producing invoices, etc
- The cost of cleaning and caretaking staff in relation to the areas used and the management of deliveries
- The cost of catering staff in preparing snack for the afternoon
- Additional costs relating to the employment of the staff e.g. payroll services, HR services, DBS checks
- A contribution towards the electricity and heating of the building

**Staff who are contracted to work in Out of School Club who need childcare for their child in Out of School Club while they are working in the provision are subsidised by 50%.**

#### 4.4 Voluntary contributions

On occasions, parents/carers may be approached for a voluntary contribution towards an activity within school or as an educational visit out of school. The school tries to keep this to a minimum as the school actively works to raise money for the school's Enrichment Pot. This is utilised to pay for enrichment activities during the year. If an activity cannot be funded from the Enrichment Pot or the school budget, parents and carers may be asked to contribute. Letters asking for these contributions make it clear that there is no obligation to pay and that a child will not be treated differently if the parents haven't made a contribution. A child will not be excluded from



an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from another source, then it would be cancelled.

#### 4.5 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.

Withinfields offers parents the opportunity to request this type of tuition for their child. Charges for this includes the cost of the staff and the hire of any instruments and may take place individually or in groups. Parents complete a form requesting this tuition.

No charge would be made for music tuition for Children who are Looked After.

#### 4.6 Pupil Premium Children

Some of our pupils are eligible for Pupil Premium Funding or Service Premium Funding. Some activities that would be charged for may be offered free for the group of children eligible for this funding. Parents will be made aware that the activities are offered free because of this eligibility. The cost of these activities will be met from the school's Pupil Premium Funding and Service Premium Funding. Other children would not be expected to subsidise these children.

Examples of activities that are offered free of charge for these pupils are:

- Get Set Go Club
- Board and Lodging at residential visits where this is mainly within school time.

#### 4.7 Residential Visits

Withinfields encourages children to take part in residential visits. Where they take place during school hours, parents are charged for the board and lodging part of the visit and voluntary contributions are requested for the rest of the cost to enable the visit to be feasible.

Parents in receipt of the following benefits will be exempt from paying the cost of board and lodging for a residential visit during school hours however a voluntary contribution would still be requested:

- Universal Credit in prescribed circumstances;
- 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
- Working Tax Credit run-on
- The guarantee element if State Pension Credit;
- An income related employment and support allowance

#### 4.8 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. A charge will only be made for the activity outside school hours if it is not part of the national curriculum and not part of religious education.



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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 the 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 may require pupils to leave an hour before the end of the school day but continues until late in the evening.

For residential visits, if the number of school sessions (half days) is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours.

#### **5. Monitoring and Evaluation**

The monitoring of this policy will be undertaken by the Educational Visits Coordinator and the School Business Manager.

#### **6. Review**

The policy will be formally reviewed in January 2024 if not deemed necessary before.