

Pride in all we do

Eaton Valley Primary **School**

Charging and Remissions Policy

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Statement of intent

Eaton Valley Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

Signed by:

_____ Headteacher

Date: _____

_____ Chair of governors

Date: _____

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- 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 by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music and vocational tuition (in certain circumstances)
- Use of community facilities

3. Optional extras

3.1. We may charge parents for the following optional extras:

- Education provided outside of 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.
 - Religious education.
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils

- 3.2. When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

4. Voluntary contributions

- 4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution.
- 4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

5. Music tuition

- 5.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

6. Transport

- 6.1. We will not charge for:
 - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
 - Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
 - Transport provided for an educational visit.

7. Residential visits

- 7.1. We will not 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, 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 teachers accompanying pupils on visits.
- 7.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 7.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
 - 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 State Pension Credit
 - Child Tax Credit, provided that they are 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 four weeks after they stop qualifying for Working Tax Credit

- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

8. Education partly during school hours

- 8.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 8.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity 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.
- 8.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 8.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 8.5. Any charges for extended day services will be optional.

9. School dinners

- 9.1. The school requests that hot dinners provided by our kitchens are paid for in advance. The cost is preset by the catering provider and provides best value for a healthy, nutritionally balanced meal. Children from Reception to Y2 are all provided with a free meal as part of the Government policy of providing free meals to all children from the age of 4 – 7 years.
- 9.2. Parents are encouraged to apply to Sandwell Metropolitan Borough Council for consideration for free school meals and those deemed eligible are treated with respect and confidentiality.

10. Breakfast Club

- 10.1. The school provides an affordable, early drop off childcare facility for parents/carers at the beginning of the school day (Breakfast Club; 7.45am-8.40am). The cost of the club, which is used to cover costs, is clearly stated to parents before they enrol. Payment must be received in advance.
- 10.2. Pupil Premium Grant Funding is used to support families, who qualify for this funding, that need to use this facility.

11. Extra-Curricular Clubs (After school)

11.1. The school requests that parents pay for the cost of any extra-curricular clubs provided by external sources where the school incurs a cost. The cost of each club is reviewed termly and the cost of the club will be clearly stated to parents before they sign up to it. Payment must be received before the child is able to take part in the after school club. As the club is outside of the normal educational day, if a parent does not pay for the club their child will not be able to participate.

12. 30 hours Nursery Provision

12.1. The 30 hour Nursery Provision is free to qualifying families. If parents chose for their child to also spend lunchtimes at school then a charge will be made to cover lunchtime supervision. This charge is kept to a minimum and should be paid for in advance.

13. Clothing

13.1. The uniform list provides the maximum flexibility to parents as to where they can purchase uniform items, including from the school office directly.

14. Items sold by the school

14.1. The school makes a number of items available for purchase by pupils eg a healthy snack at playtime. Costs are kept as low as possible and the school takes advantage of bulk purchasing possibilities. Any profits are directly reinvested for the pupils' benefit eg Added to school fund to purchase items as directed by the School Council.

15. Early Years Snacks

15.1. Parents are asked to make a voluntary contribution for early Years pupils towards the purchase of snacks for 'Biscuit Time'. No child is excluded from Biscuit Time if a contribution is not made. Profit made from these contributions are fed directly back to Early Years pupils (for example to purchase cooking ingredients). We are extremely grateful for contributions made to the Reception Fund.

16. Damaged or lost items

16.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

17. Lettings

17.1. The school may let out areas of the school. Charges will be made in accordance with the Local Authority Letting Policy.

18. Legal paperwork

18.1. The school will, on the request of the parent, complete legal paperwork (ie Passport applications; letters to inform immigration applications) for a contribution to School Fund.

19. Remissions

19.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.

19.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

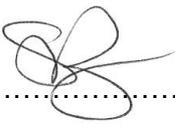
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

19.3. To request assistance, other than that specified in 7.3 and 18.2 of this policy, parents should contact the Headteacher via letter or a personal visit.

20. Monitoring and review

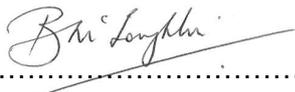
20.1. This policy will be reviewed annually by the governing board, a committee of the governing board, an individual governor or the headteacher.

Signed:

Signature 

Date

Head Teacher

Signature 

Date

Chair of Governors