



St Barnabas CE Primary School

Charging and Remissions Policy

Approved by: Resources Management Committee

Date of Approval: February 2022

Date of Review : February 2023

Contents:

Statement of intent

1. Legal framework
2. Charging for education
3. Optional extras
4. Examination fees
5. Examination re-sits
6. Voluntary contributions
7. Music tuition
8. Transport
9. Residential visits
10. Education partly during school hours
11. Damaged or lost items
12. Remissions
13. Monitoring and review

Statement of intent

St Barnabas C of E 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.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

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 (2019) '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.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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. Examination fees

4.1. We may charge for examination fees if:

- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.
- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the fee.

5. Examination re-sits

5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.

5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

6. Voluntary contributions

6.1. 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, and notify parents whether assistance is available. Appendix B provides a template letter to parents asking for voluntary contributions.

6.2. 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.

6.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

7. Music tuition

7.1. 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.

7.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

8. Transport

8.1. 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.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

9. Residential visits

9.1. 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.

9.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

9.3. 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)

10. Education partly during school hours

- 10.1. 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.
- 10.2. 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.
- 10.3. **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.
- 10.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 10.5. Any charges for extended day services will be optional.

Example 1 Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

Example 2 Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.

11. Damaged or lost items

- 11.1. 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.

12. Remissions

- 12.1. 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.
- 12.2. 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)

12.3. To request assistance, parents should contact the Headteacher. An application form will be provided for each remission request which will be authorised by the Headteacher - Appendix A

13. Monitoring and review

13.1. This policy will be reviewed annually by the governing board or a committee of the governing board.

Appendix A – Application form for the remission of charges

Application for Remission of Charge

St Barnabas C of E Primary School

To apply for a remission of a charge a parent/carer should complete this form with the following information.

| | |
|---------------------------|--|
| Full name of Parent/Carer | |
| Relationship to pupil | |
| Phone Number | |

Please give details below of each dependant child who is in full-time attendance at the school for whom you wish to apply for remission

| Full Names of Child/ren | M/F | Date/s of birth | Class/es |
|-------------------------|-----|-----------------|----------|
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|------------------|--|
| Name of Activity | | Date of Activity | |
| Please state the reason(s) why you are requesting remission: | | | |
| | | | |

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant _____ Date _____

Please return the completed form to the school office in an envelope addressed to the Headteacher and marked confidential.

For School use only

| | | |
|--------------------|----------|--------|
| Remission Approved | Yes / No | Reason |
| Signed by | | |
| Position | | |
| Date | | |

Appendix B

Voluntary contributions letter to parents

RE: Request for voluntary contributions for educational visit

Dear <Name of parent>,

At our school, we understand that learning outside of the school environment is a valuable and effective means of enhancing the curriculum and pupils' learning, understanding and personal and social development.

<Day trips only> In light of the above, we are planning an educational trip to <location> on <date> for <year group/class>.

[Residential trips only] In light of the above, we are planning an educational trip to <location>, beginning on <date> until <date> for <year group/class>.

We believe that this trip will prove to be significantly beneficial to pupils, and we hope that as parents, you will also recognise the value and importance of this visit.

Whilst we offer as much funding as is possible towards our educational visits, we, unfortunately, do not have the available financial resources to fund the full amount of this visit. In order to ensure that this opportunity is available to our pupils, we would like to ask for a voluntary contribution of <amount> from the parents of the pupils invited on the trip, although you are welcome to give more, if you are able, or if you have more than one child invited on the trip and would like this to be reflected in your donation. Please see the table below outlining the costs requested per pupil:

[Please note: schools who wish to subsidise parents in receipt of benefits may demonstrate so, such as in the table below. Schools that do not wish to should remove references to benefits and extra rows, as well as the NB. note]

[Day trips only]

| Contribution | Amount per pupil |
|--|-------------------------|
| School contribution (towards cost of <u>transport, instruction, teaching, entrance fees</u> and <u>activities</u>) | £ |
| Parental contribution requested from parents who do not receive benefits (towards <u>cost of transport, instruction, teaching, entrance fees</u> and <u>activities</u>) | £ |
| Parental contribution requested from parents who receive benefits (towards <u>cost of transport, instruction, teaching, entrance fees</u> and <u>activities</u>) | £ |

[Residential trips only]

| Contribution | Amount per pupil |
|---|-------------------------|
| School contribution (towards cost of <u>transport</u> , <u>instruction</u> , <u>teaching</u> , <u>entrance fees</u> and <u>activities</u>) | £ |
| Parental contribution towards cost of accommodation from parents who do not receive benefits | £ |
| Additional voluntary parental contribution requested from parents who do not receive benefits (towards <u>cost of transport</u> , <u>instruction</u> , <u>teaching</u> , <u>entrance fees</u> and <u>activities</u>) | £ |
| Parental contribution requested from parents who receive benefits (towards <u>cost of accommodation</u> , <u>transport</u> , <u>instruction</u> , <u>entrance fees</u> and <u>activities</u>) | £ |
| Total payment requested from parents who do not receive benefits | £ |
| Total payment requested from parents who receive benefits | £ |

NB. Please note that 'parents who receive benefits' refers to those who are in receipt of 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 you are not also entitled to Working Tax Credit and have an annual income of no more than £16,190, Working Tax Credit run-on (paid for four weeks after you stop qualifying for Working Tax Credit) or 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 receive)).

We would like to make it clear that this contribution is entirely voluntary from yourself, and there is no obligation for you to submit this payment; however, as we are unable to cover the full cost, insufficient funds may result in the visit being unable to go ahead. If we have already received donations prior to the cancellation of the trip, please be assured that these will be refunded to parents in full. We would also like to inform you that, should you decide not to make a contribution, neither yourself nor your child will be treated any differently, and your child's place on the trip will not be removed as a result of no donation. All donations are greatly appreciated and will mean that, if we can cover the full cost together, we will be able to enhance your child's learning in the way in which we believe is most beneficial.

If you would be able to provide a contribution, please make your donation payable to <payee name> by cash or cheque and return using the slip attached to <name> via the <school office>. Please note, the deadline for this slip and any voluntary contributions to be returned by is <date>.

For more information on voluntary contributions and our policy towards allocating pupils' places on our visits, please read our <Charging and Remissions Policy> and our <Educational Visits and School Trips Policy>, which can both be accessed via our school website. Alternatively, hard copies of both policies are available in our <school office>.

Finally, I would like to thank you for taking the time to read this letter and I hope that we are able to cover the costs of this trip in order to provide your child, as well as other pupils, with this great learning opportunity. If you have any questions or concerns, please don't hesitate to get in touch with <name of contact> via <telephone number> or <email address>.

Kind regards,

<Name>

<Job role>

Reply slip

I, _____, give permission for my child, _____, to participate in the educational visit to <name/location>.

Please tick the relevant box below:

- I would like to make a contribution towards the visit and have enclosed:
- Cash to the amount of _____.
- A cheque payable to the amount of _____.
- I do not wish to make a contribution.

Signature of parent: _____