



Charging and remissions policy

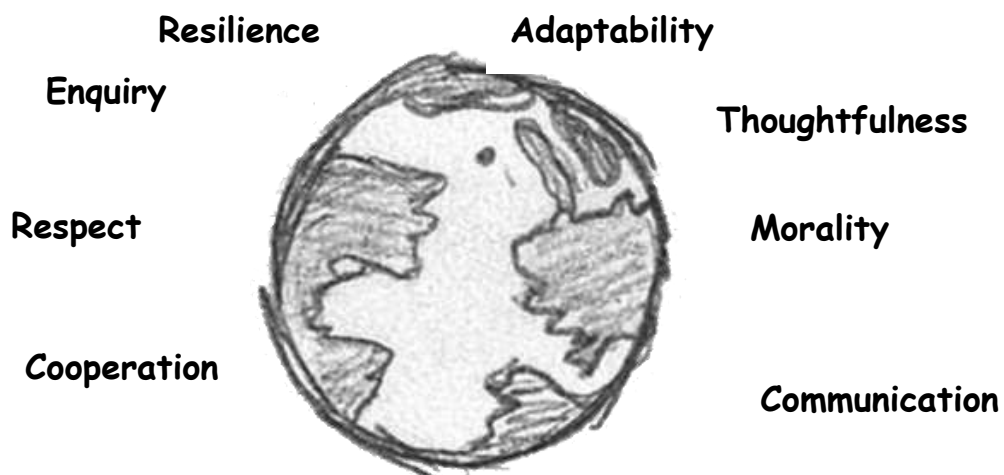
VISION STATEMENT/ SCHOOL AIMS

At Boothferry Primary School our multi-cultural community places family at its core.

Our innovative, international curriculum provides opportunity and experiences that enable our children to become ambitious, resilient learners.

All members of our school community aspire to achieve their full potential. This ensures that all children make the best possible progress from their starting points and are supported to achieve high level academic skills.

We recognise and appreciate our responsibilities for ourselves and the wider world.



Approved by: M Sibley (Headteacher)	M Sibley	Date: 15.11.23
P Dyson (Chair)	P Dyson	15.11.23
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Charging and remissions policy

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1. Aims

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 be made

2. Legislation and guidance

We believe in the highest quality of provision for our pupils and we allocate resources appropriately and within the guidelines to ensure that good value for money is achieved.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

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

4.1 The governing board

The governing board 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 board also has overall responsibility for monitoring the implementation of this policy.



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Responsibility for approving the charging and remissions policy has been delegated to the Chair of Governors.

Monitoring the implementation of this policy has been delegated to the Headteacher.

4.2 Headteachers

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

4.3 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.

4.4 Parents

Parents 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

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

5.1 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

5.2 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 board or local authority has arranged for pupils to be educated



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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

5.3 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges can be made

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

6.1 Education

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, in limited circumstances

Certain early years provision

Community facilities

6.2 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 board 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



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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.

6.3 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

6.4 Residential visits

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

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 to fund activities during school hours which would not otherwise be possible.

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

School trips, sport clubs/activities, Young Voices, Leaver trips, Theatre trips etc

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.

8. Activities we charge for

The school will charge for the following activities:



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Nursery – additional sessions, morning or afternoon. £12.50 per session

Sport Clubs – to cover the cost of the provider if held in school. If held off site charges will include transport costs.

Residential – cost of the trip will be subsidised by the school (evaluated each year). Transport costs paid by Friends of the School.

School meals – Parents/carers will be informed in advance of any meal charge increases. Guidance on meal price is obtained from the Local Authority but discussed and approved by the school's Leadership and Management Committee on an annual basis.

Parents/carers should pay using the online payment system weekly in advance. The school operates a 'nil' arrears system.

Failure to pay for the meals taken will result in the school sending a text message, followed by a phone call and then an arrears letter informing the parent/carer of the arrears incurred leading up to the current day and that their child/ren CANNOT take any more school meals until the arrears have been cleared.

Music Tuition provided by the East Riding Music Service. Additional charges for the hire of the musical instrument will be made through the East Riding Music Service.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in March each year. Parents will be informed of the charges for the coming year via the school website.

8.1 Photocopying

The use of the photocopier by public agencies or for private agencies or for private use is charged at:

Size	Paper Type	Printing		Charge
A4	Paper	Colour	1 Sided	6p
A4	Paper	Colour	Double Sided	11p
A4	Paper	Black & White	1 Sided	2p
A4	Paper	Black & White	Double Sided	3p
A3	Paper	Colour	1 Sided	11p
A3	Paper	Colour	Double Sided	21p
A3	Paper	Black & White	1 Sided	3p
A3	Paper	Black & White	Double Sided	5p
A4	White Card	Colour	1 Sided	6p
A4	Deep Colour Card	Colour	1 Sided	7p
A4	Pastel Tint Card	Colour	1 Sided	7p



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8.2 Lettings

The school will make its facilities available to outside users (if the school can provide a Site Manager) at a charge as advised by the Local Authority Community Use Charging Structure. The charge will cover the site staff overtime costs and facilities used.

9. 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.

9.1 Remissions for residential visits and Music Lessons

Requests for remission can be made to the Headteacher and complete confidence will be observed in every case. You may qualify if you 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 Pension Credit

Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)

Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

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

This policy will be reviewed by Karen Lee, annually.

At every review, the policy will be approved by the Chair of Governors and the Headteacher.