



"Aiming high to achieve success!"

Charging & Remissions Policy

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Date	Version	Updates / Changes
2017	1	Original version
Nov 2018	2	The Key model policy adopted and updated
July 2019	3	Review frequency updated & Document reference number changed
Nov 2019	4	Amendments to formatting Amendments to After school club charges

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1. AIMS

- 1.1 **Abbott Community Primary School** aims to have robust, clear processes in place for charging and remissions.
- 1.2 This policy clearly sets out the types of activity that can be charged for and when charges will be made.

2. LEGISLATION AND GUIDANCE

- 2.1 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 maintained schools 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 **Head Teacher** of Abbott Community Primary School will be responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.
- 4.2 The **Governing board** will have overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher alongside responsibility for monitoring the implementation of this policy.
- 4.3 The **Staff** are responsible for:
 - implementing the charging and remissions policy consistently.
 - notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies.
- 4.3.1 The **Senior Leadership Team** will provide staff with appropriate training in relation to this policy and its implementation.
- 4.4 **Parents** are expected to notify staff or the Head Teacher 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
- 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

6.2.1 We are able to charge for activities known as 'optional extras'. In these cases, the school 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/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)

6.2.2 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

6.2.3 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.

6.2.4 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.

6.2.5 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.

6.2.6 Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 **Music tuition**

- 6.3.1 The school 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.
- 6.3.2 Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.
- 6.3.3 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
- 6.3.4 **Abbott Community Primary** is dedicated to ensuring equal opportunities for all pupils including access to specialised music tuition, therefore charges made for music tuition within school hours will be remitted for pupils on free school meals.

6.4 Residential visits

6.4.1 Board and lodging

When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not.

6.4.2 Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

- 6.4.3 The charge will not exceed the actual cost. **Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost** (see **section 11** for more guidance on remissions.)

7 VOLUNTARY CONTRIBUTIONS

- 7.1 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.
- 7.2 Some activities for which the school may ask parents for voluntary contributions include: school trips, pantomimes and plays, enrichment activities/workshops and sports activities.
- 7.3 **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 THE SCHOOL CHARGES FOR

8.1 Extended services & Wraparound care

8.1.1 **Abbott Community Primary School** is dedicated to providing a well-rounded and extensive education for our students, which includes a wide range of extra-curricular activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils.

8.1.2 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

8.1.3 At **Abbott Community Primary School**, we offer an Early Bird Breakfast club from 7.30am, at a cost of £20 per half term. These costs are not profit making but in place to cover the additional staff costs incurred.

8.1.4 We also offer wrap around care (Night Owls), which starts at **15:15** and will finish at either: 16:30 (£5 per session); 17:30 (£8 per session) or 18:30 (£10 per session).

8.2 End of Day charges

8.2.1 The school day ends at 3.15pm (3.00pm in the Nursery) and we expect all children to be collected from their respective classrooms at these times. A member of staff supervises children, who are not collected on time, and parents are contacted. This is at an extra cost and responsibility to the school, therefore end of day late charges apply to cover the additional costs incurred.

8.2.2 These charges also apply to After-school clubs, which end at 4.15pm. We expect children to be collected on time

8.2.3 Late charges apply as stated below:

Provision	Time ends	Charge begins	Cost per child				
End of normal school day	15:15	15:30	£1.00 then another £1.00 for every ten minutes thereafter.				
End of EYFS activity club	15:45	16:00					
End of KS1 and KS2 activity club	16:15	16:30					
Night Owl Session 1	16:30	16:40	16:40	16:50	17:00	17:40	17:50
			+£1.00	+£2.00	+£3.00	+£4.00	+£5.00
Night Owl Session 2	17:30	17:40	17:40		17:50		
			+£1.00		+£2.00		
Night Owl Session 3	18:30	18:40	£5.00 then another £5.00 for every ten minutes thereafter.				

8.2.4 All extra-curricular activity clubs will be charged at £6.00 per child, per club, for the whole half term. This is to contribute to the running costs such as staffing, resources and outside agency involvement.

8.3 Damage to or loss of property/Breakages

8.3.1 Where school property has been wilfully damaged or lost by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.

8.3.2 Where property belonging to a third party has been damaged by a pupil and the school has been charged, the school may charge some or all of the cost to those responsible.

8.3.3 Whether or not these charges will be made, will be decided by the Head Teacher and dependent on the situation.

9 REMISSIONS

9.1 The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Income Support
- Income based Job-seekers 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)

9.2 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

9.3 The Head Teacher and chair of governors will authorise the remission of charges.

9.4 The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing board and Head Teacher.

10 INABILITY AND UNWILLINGNESS TO PAY

- 10.1 **Abbott Community Primary School** is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.
- 10.2 The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

11 USE OF PARENT PAY

- 11.1 **Abbott Community Primary School** operates as a completely cashless organisation and all payments for charges must be made through the online payment system - ParentPay. This includes all trips, extra-curricular after school clubs and wrap-around care (Early Bird and Night Owls).
- 11.2 A 'School Trip Saver' option is also provided to enable payments to be made to save money over the year. This can then be allocated to trips and/or clubs as and when parents wish.

12 MONITORING ARRANGEMENTS

- 12.1 The School Business Manager monitors charges and remissions, and ensures these comply with this policy.
- 12.2 This policy will be reviewed annually and at every review, the policy will be approved by the governing board.

APPENDIX: School Trips Letter



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School Trips

Dear parent/carer,

There is lots of excitement around school this week, due to all classes venturing out on their school trips. It has, however, been brought to my attention that there are some concerns around payments for these.

As a school, we ask for a contribution towards two large-scaled trips per year: The Opera House Pantomime and the end of year Summer Trip. We set this contribution at £15.00, due to the expense of these. In line with DfE guidance, the Education Act 1996 sets out the law on charging for school activities in schools, and this states that: ***“Charges may be made for some activities that are known as ‘optional extras’.”*** This includes transport. On average, transport costs around £10.00 per pupil, depending on where the trip is to. In addition to transport costs, school entrance fees cost around £10.00-15.00, again depending on where the visit is taking place.

The difference in the amount contributed by parents and the total costs of trips (transport and entrance fees) is completely subsidised by school, not by payments made by any other parent/carer, even if you have paid the full contribution and someone else has not.

As always, if there any problems around paying for trips, we allow parents and carers to pay over time, in small chunks: this can all now be done through ParentPay (please see the school office to set this up, if you haven't already done so). If parents/carers are still facing difficulties to pay towards the trips, all members of staff are here to help further.

DfE guidance also states:

“Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities.”

“It is important to note that no child should 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 some other source, then it must be cancelled.”

I would like for our trips to continue, as they provide the children with a wide range of invaluable experiences. However, if contributions do not continue, we would not (in most circumstances) be able to continue with these trips, as funding does not cover the full costings.

From September, there will be a new section on ParentPay called, ‘School Trip Saver’. This will allow you to drop any amount of money in, as and when, that can be used towards any school trip, across the year. This may help to spread out the costs over the 38 weeks of school.

Yours sincerely,
Miss Wilson