



Moordown St John's CE Primary School

Policy for Charging and Remissions

**"A Christian community where commitment to
educational excellence changes lives"**

Date ratified by Chair of Board of Directors: 10 May 2020 & 19 June 2020

Review Date: April 2021

A copy of this policy in an alternative format, such as large print or different language,
may be provided on request from the school office.

Moordown St John's CE Primary School



Charging and Remissions' Policy

Our Ethos and Vision

'A Christian Community where commitment to educational excellence changes lives'

We are a Church of England Primary School and exist to further the work of Christ by expecting and demonstrating the Fruits of the Spirit in our day-to-day lives. The Fruits of the Spirit can be found in Galatians Chapter 5 and are love, joy, peace, patience, kindness, goodness, faithfulness, self-control and gentleness.

This fundamental truth is the essence of all that we are and all that we do.

Be the BEST me! At MSJ we value the whole child and aim to nurture their spiritual, cognitive, emotional and physical sides to be the BEST they can be! We aim for **Balanced** children who are spiritually self-aware and curious; children who strive for **Excellence** in their own learning; **Secure** individuals who accept themselves and grow in self-belief; and children who **Thrive** physically, making healthy choices and reach for their personal best.

Balanced

Excellence

Secure

Thrive

This policy supports this important aim.

The Board of Directors recognises the valuable contribution the wide range of additional activities (including clubs, trips and residential experiences) can make towards pupils' personal and social education.

The Board of Directors aims to promote and provide such activities, both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

1. Policy 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

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. Academies are required to comply with this Act through their funding agreements.

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 Board of Directors

The Board of Directors has overall responsibility for approving the Charging and Remissions Policy but can delegate this to a committee, an individual director or the Headteacher.

The Board of Directors also has overall responsibility for monitoring the implementation of this policy.

4.2 The Headteacher

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

4.3 School Staff

Our 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 Senior Leadership Team 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 the school 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 Board of Directors 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 the school 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, 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/Board of Directors 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
- 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

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.

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/carers 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:

Educational / Sports' Activities, Day Trips and Activities on Residential Trips

When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the activity, adult voluntary supervision and/or transport to the activity. All contributions are voluntary. If a parent/carer wishes for his/her child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity.

School Equipment

Parents/carers may be invited to make a voluntary contribution towards school equipment.

Swimming Pool Lessons

The Directors seek everyone's support in ensuring that this unique facility is maintained.

School Development Fund

This fund is used to support new projects and improvements across the school.

School Welfare Fund

This fund is used to supplement certain educational events and activities,

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.

However, where an activity is dependent upon voluntary contributions and insufficient voluntary contributions are raised to fund the activity, or the school cannot fund it from some other source, the Directors reserve the right to cancel the proposed activity. This would be regrettable.

8. Activities/items this school charges for

The school will charge for the following activities/items:

- In addition to the music tuition charges set out in Section 6.3 above, the school will charge for:
 - Hiring or purchasing of musical instruments and music books if supplied by the school.
 - The fee recommended for entry for music examinations, unless the entry is required as part of the National Curriculum.
- Facilities that can be used by the local community for example out of hours/holiday childcare or swimming pool sessions.
- Breakfast, After School and Holiday Club sessions.

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 Board of Directors and will depend on the activity in question.

9.1 Remissions for residential visits

Eligibility for remission of charges is linked to entitlement to Income-Based Free School; such eligibility will be confirmed to the school by BCP Council.

Parents who are in receipt of the following benefits will be exempt from paying the cost of board and lodging for a residential visit that is organised for the pupil provided the activity is deemed to take place within school hours:

- 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 (**but no Working Tax Credit**) with an annual income of no more than £16,190
- 4 Week run-on of Working Tax Credit which is paid when your
- Working Tax Credit has ceased

- Universal Credit with an annual income of no more than £7400.00 (after tax and deductions)

9.2 Remissions for other activities

In other circumstances there may be cases of family hardship which make it difficult for a child to take part in particular activities. Parents/carers are invited to talk this over, in confidence, with the Headteacher.

10. School clothing grant

A school clothing grant is available for those children who meet the eligibility criteria shown under Section 9, 'Remissions'. *Please see our separate Necessitous Clothing Policy/Application form which can be downloaded from the school website or requested from the School Office.*

11. Policy Review

This policy has been carefully considered and ratified by the Board of Directors on 10 May 2020.

Following the addition of breakfast, after school and holiday club sessions as activities for which the school can make a charge, this policy was re-considered by the Board of Directors and ratified on xx June 2020

It is a requirement that this policy is reviewed annually; this policy will therefore be reviewed in April 2021.

Signed: 
Chair, Board of Directors

Date: 10 May 2020

Signed: 
Chair, Board of Directors

Date: 19 June 2020