Barcombe Hamsey Plumpton Skylark Federation

Charging and Remissions Policy

Reviewed and approved by GB: 18.11.21
Next review: Autumn 2022

Signed .....Chair of Governors Date ……

Signed ..... Executive Headteacher Date ……

Skylark Federation

Charging and Remissions Policy

This purpose of this Charging and Remissions Policy is to ensure full and free access to a broad, balanced curriculum, and to ensure that no pupil is excluded from a curriculum essential trip or activity because of financial hardship. The policy also identifies areas of activity where a charge may be made.

This policy complies with Sections 449-462 of the Education Act 1996 which sets out the law on charging for school activities in schools maintained by local authorities in England.

The School will not charge for:

• an admission application

• 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of 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; and

• examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

The School may charge in full or part in respect of the following circumstances:

• any materials, books, instruments, or equipment, where the child's parent/carer wishes him/her to own them;

• optional extras (see below);

• music and vocal tuition, in limited circumstances (see below);

• certain early years provision

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

• education provided outside of school time that is not:

a) part of the national curriculum;

b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or

c) part of 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 body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

The charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, where the tuition is provided at the request of the pupil's parent. Charges will only be made when the tuition is not an essential part of the national curriculum, or is provided under the first access to the key
stage 2 Instrumental and Vocal Tuition Programme.

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

- If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

- Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

Residential visits

The School will charge for the cost of board and lodging during a residential school trip, the charge will not exceed the actual cost.

In accordance with statutory guidance, parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit
- Income Support;
- Income Based Jobseekers Allowance;
- Income-related Employment and Support Allowance;
- Support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit only, if your annual household income (assessed by HM Revenue & Customs) isn't over £16,190;
- the guaranteed element of State Pension Credit;
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit

Voluntary contributions

Parents and Carers may be asked for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;

- school equipment;

- school funds generally

The contribution will be explicitly voluntary and pupils whose parents/carers do not contribute will not be discriminated against or excluded. Where there are not enough voluntary contributions to make the activity possible and there is no alternative method to make up the shortfall then the school would have to cancel the activity/visit.

Damage/Loss to Property

A charge may be levied in respect of wilful damage, neglect or loss of school property (or third party property, where the cost has been recharged to the school), the charge to be the cost of replacement or repair, or such lower cost as the Head or Business Manager may decide.