



## CHARGING & REMISSIONS POLICY

### GOVERNORS' FINANCE & RESOURCES COMMITTEE

<b>Date next due for review by committee</b>	<b>Reviewed committee</b>	<b>by</b>	<b>Any Changes YES/NO</b>	<b>Approved by Committee</b>
	1 October 2020			1 October 2020
October 2021	7 October 2021		No	7 October 2021
October 2022	31 October 2022		No	31 October 2022
October 2023	9 November 2023		No	9 November 2023
November 2024	3 October 2024		No	3 October 2024
September 2025	24 September 2025		No	24 September 2025
September 2026				

# HELMDON PRIMARY SCHOOL

## CHARGING & REMISSIONS POLICY

### FOR SCHOOL ACTIVITIES

#### Introduction

1. The Governors of Helmdon Primary School believe that education should be free to all pupils and therefore this policy adheres to 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. In preparing this policy, the Governors have had regard to 'Charging for School Activities; Departmental advice for governing bodies, school leaders, school staff and local authorities' which was published by the Department for Education in October 2014.
2. The Governing body or Head Teacher must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 3 of this guide of the support available to them when being asked for contributions towards the cost of school visits.

#### Education

3. The Governing body or Head teacher cannot charge for:
  - an admission application to any state funded school;
  - 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;
  - tuition for pupils learning to play musical instruments if the tuition is required as 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;
  - 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.
4. The Governing body or Head Teacher can charge for:
  - any materials, books, instruments, or equipment, where the child's parent wishes him to own them;
  - optional extras (see below); and
  - music and vocal tuition, in limited circumstances (see below)
  - certain early years provision
  - community facilities.

#### Optional Extras

5. 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).
6. In 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, this includes supply teachers engaged specifically to provide the optional extra; and
  - the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
7. Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.
8. Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
9. 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.

### **Voluntary Contributions**

10. Nothing in legislation prevents the Governing body or Head Teacher from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the Governing body or Head Teacher should make this clear to parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.
11. 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. The Headteacher must make sure that this is made clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. The school's policy for allocating places on a school visit must be made clear to parents at the outset.
12. When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Helmdon Primary School will avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates will not be sent to parents when requesting contributions.

### **Residential Visits**

13. The Governing body or Head Teacher cannot 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, 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; and
  - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
14. The Governing body or Head Teacher can charge for:
- board and lodging and the charge must not exceed the actual cost.
15. When the Governing body or Head Teacher informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:
- 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 you're 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 4 weeks after you stop qualifying for Working Tax Credit  
Universal Credit

### **Music Tuition**

16. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.
17. The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition. The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the First Access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

### **Transport**

19. The Governing body or Head Teacher cannot charge for:
  - 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 body or local authority has arranged for pupils to be educated;
  - transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school; and
  - transport provided in connection with an educational visit.

### **Non-residential activities taking place partly during school hours**

20. 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**

21. If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, Regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.