



St Paul's CE Primary School

Charges and Remissions Policy

Adopted by: Full Governing Body

On: 3rd March 2016

Review: Spring 2020

The Governors of St Paul's CE Primary School recognise their responsibility to inform parents on low incomes and in receipt of benefits listed in Appendix 1 of the support available to them when being asked for contributions towards the cost of school visits and other activities incurring a cost.

What can/can't schools charge for?

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. Under the act, maintained schools **cannot charge** for the following:

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

Maintained schools **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, Charges may be made for teaching either an individual pupil or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

Chargeable Activities

Optional Extras

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 that is not 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; and
- board and lodging for a pupil on a residential visit.

Calculating the Cost of Chargeable Activities

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;
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any 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. It will 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.

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

The governing body may ask 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 will make this clear to parents at the outset. The governing body or head teacher will also make it clear to parents that there is no obligation to make any contribution.

No child will 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, then it will be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child will still be given an equal chance to go on the visit. Most school activities and trips will be made available to all the children in a year group. Where an activity offered to the school has a limited number of places, the criteria for selecting which pupils attend will be made clear on the information letter to parents. Some activities may be arranged specifically for members of the school council or children on the gifted and talented register.

When making requests for voluntary contributions to the school funds, parents are not made to feel pressurised into paying as it is voluntary and **not compulsory**.

Direct debit or standing order mandates are not sent to parents when requesting contributions.

Residential Visits

Schools **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.

Schools **can** charge for:

- board and lodging and the charge must not exceed the actual cost.

When we inform parents about a forthcoming visit, we make it clear that parents who can prove they are in receipt of qualifying benefits (appendix 1) will be exempt from paying the cost of board and lodging.

Transport

We do not charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education 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. The school would often seek to fund transport through a voluntary contribution.

Remissions

The governing body follow the guidelines set out in: *Charging Policy, Council for Learning Outside the Classroom (Appendix 2)*, particularly in regard to identifying funding streams to reduce the cost of such activities.

Charitable donations made to the school through local funds are sometimes directed by the governing body to subsidise LOC activities.

The governing body ensure equality of access to optional extras by funding no less than 10% of places available for children whose parents are in receipt of qualifying benefits (appendix 1) and who are eligible to enroll on the optional extra.

Appendix 1 – Qualifying Benefits

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £15,575 (Financial Year 2008/09);
- the guarantee element of State Pension Credit; and
- an income related employment and support allowance that was introduced on 27 October 2008.