

## Charging and Remissions Policy



### Statement of intent

Christ Church CE Primary Academy is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'
- The trust's Funding Agreement
- ESFA (2021) 'Academy trust handbook 2021'

### 1. Charging for Education

1.1. Christ Church CE Primary Academy will not charge parents for:

- Admission applications.
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Education provided during compulsory school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

1.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where the child's parent wishes their child to own them.
- Optional extras.
- Music tuition (in certain circumstances).
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

## 2. Optional extras

2.1. We may charge parents for the following optional extras:

- Transport, other than that required to take the pupil to school or to other premises where the trust 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 including before/after school clubs

2.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- The employment of non-teaching staff
- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

2.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.

2.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

School Specific charges include:

- Passports can be signed by the Principal but a charge of £5 will be made per passport.
- A contribution towards replacing damaged or lost school property caused wilfully or negligently by their children e.g. £3 to replace a lost or damaged reading book.
- £3.00 a day for our Early Bird Club (this includes a healthy breakfast)

- £2.77 for a school meal for those children not in receipt of free school meals
- Mid-morning snack charges: toast 25p
- Singing Stars - £2.00

### **3. Voluntary contributions**

- 3.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities (e.g. chicks, visiting professionals such as poets, theatre groups, artists etc). If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 3.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 3.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

### **4. Music tuition**

Instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

- Charging will not be made if the teaching is an essential part of the national curriculum.
- Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.
- No charge will be made in respect of pupils who are LAC.

### **5. Transport**

- 5.1. We will not charge for:
  - Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
  - Transporting registered pupils to other premises where the governing body or LA has arranged for pupils to be educated.
  - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
  - Transport provided for an educational visit.

## 6. Residential visits

- 6.1. We will not 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
  - Supply teachers to cover for teachers accompanying pupils on visits.
- 6.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 6.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
  - Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - 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) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance

## 7. Education partly during school hours

- 7.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 7.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, or part of religious education.
- 7.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 7.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 7.5. Any charges for extended day services will be optional.

## 8. Damaged or lost items

- 8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## **9. Remissions**

- 9.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 9.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - 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) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance
- 9.3. To request assistance, parents should contact Mrs Wilshaw, School Business Manager, via telephone, 01782 234834.

## **10. School trip refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the school's discretion as to whether a refund is given. The school will take into account whether the

school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

## **11. Income generation**

In line with the ESFA's '[Academy trust handbook](#)', the trust will set fees for chargeable services at full cost, and reserves the right to apply an additional rate of return when in a commercial environment.

## **12. Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Freedom of Information Publication Scheme sets out where fees may be charged for the provision of information.

## **13. Monitoring and review**

13.1. This policy will be reviewed annually by the LAC.

Signed (Chair of LAC) \_\_\_\_\_

Signed (Principal) \_\_\_\_\_

<u>Date</u>	<u>Comments</u>	<u>Review Date</u>
Spring '12	Approved and issued without amendment	Spring 2013
20 <sup>th</sup> March 2013	Approved and issued with amendments to contributions to visits. These are now paid when the visit happens rather than with 75p weekly contributions.	Spring 2014
21 <sup>st</sup> March 2014	Approved and issued with the addition of no charge to the Boys Brigade	Spring 2015
13 <sup>th</sup> March 2015	Approved and issued with removal of oatcakes from break-time snack	Spring 2016
12 <sup>th</sup> February 2016	Approved with no amendments	Spring 2017
10 <sup>th</sup> March 2017	Approved with amendments to the layout and presentation of the policy and updated legislation	Spring 2018
16 <sup>th</sup> March 2018	Approved with the deletion of Boys Brigade charges and the cost of break-time snacks other than toast Increase of school meals to £2.66 per day	Spring 2019
15 <sup>th</sup> March 2019	Approve with: – Change of school to academy – School meal increase from £2.66 to £2.69	Spring 2020
17 <sup>th</sup> June 2020	Approved with the following additions/ amendments: Addition of charging for additional 15hrs nursery – within 2.4 Addition of compulsory to “Education provided during school hours.” 1.1 Change of school meal charge from £2.69 to £2.70.	Summer 2021
2 <sup>nd</sup> July 2021	Increase of school meals to £2.74 from £2.70	Summer 2022
1 <sup>st</sup> March 2022	Amendment to: Toast charge increase 15p – 25p Removal of personal phone call and personal photocopying charges Changes to legislation – beginning of the policy	Spring 2023