



# Southfields Primary School

## Charging and Remissions Policy

**Statutory Policy approved by the Headteacher**

**Date agreed: November 2023**

**Review Date: November 2024**

This policy, having been presented to, and agreed upon by the whole staff and Governors, will be distributed to:

- All teaching staff
- School governors

A copy of the policy will also be available in:

- The Staffroom
- The Head's office
- School web site

This will ensure that the policy is readily available to visiting teachers, support staff and parents.

Southfields Primary is totally committed to social justice and improving life chances for potentially vulnerable children. It is dedicated to sharing its work and findings beyond the school to improve outcomes for as many children as it can reach and has a particular specialism in Speech and Language development.

## 1. Introduction

At Southfields we believe our school is a community and that it is vitally important that everyone is safe and happy within it. We aim to provide an environment in which our children are secure and confident, irrespective of race, gender and religion, with Equal Opportunities for all.

## 2. How did we arrive at this policy?

We consulted with Governors, Staff, Parents and the Children. Governors were informed of developments through DfE updates and Law.

## 3. Links with other Policies

This policy links to the Visits, Visitors and Residential Policy it also links to Sports, Pupil Premium and Music Policies which outline spending decisions linked to charging and remissions.

## 4. Key Principles

We refer to the document used in writing the policy DfE - A Guide to the Law for School Governors Reference to the Education Act 1996: sections 449 - 462. DfE Charging for school activities Nov 12. In addition to this we also have a link to the DfE most recent policy and guidance see below:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

## Roles and responsibilities of Headteacher, Governors and Staff

The Governors and Head Teacher will ensure that the following applies:

- During the school day all activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment etc.
- Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), a charge may be made.
- Voluntary contributions may be sought for activities which entail additional cost during the school day i.e. special materials for art, transport, in these circumstances no pupil will be prevented from participating because his/her parent/carers cannot or will not make a contribution.
- From time to time the school may invite a non - school based organisation such as a drama group to arrange an activity during the school day. Such organisations

may wish to charge parent/carers, who may, if they wish ask the Headteacher to agree to their child not to participate.

## **Voluntary Contributions**

The school may ask for voluntary contributions for activities, trips or resources but must make parent/ carers aware there is no obligation to make any contribution. No child should be excluded from an activity simply because parent/carers are unwilling or unable to pay. Consequently, the school should ensure they advise parent/carers that the activity may be cancelled if there is a reluctance to support it.

In summary a Governing Body:

- must draw up a charging policy, which does not have to be the same as the LA's policy as long as it meets the requirements of the law;
- may not charge for any activities which take place in school time, apart from instrumental tuition for individual pupils or pupils in groups
- may invite parent/carers and others to make voluntary contributions towards any part of the school's work;
- may charge for activities that are provided wholly or mainly outside school hours, as long as these activities are optional extras;
- may charge for board and lodging on residential courses.

## **Activities partly during school hours**

The basis for determining whether an activity is deemed to take place in or out of school hours as follows: -

### **Non - Residential Activities**

- If 50% or more of the period spent on the activity occurs during school hours, then the activity is deemed to take place in school time.
- Where less than 50% of the period spent on the activities falls during school hours then the activity is deemed to take place outside school hours and is therefore considered an optional extra, which may result in parent's being charged.

### **Residential Activities**

- For a residential activity taking place mainly during school time, or which meets the requirement of the syllabus or is to do with the National Curriculum or religious education, no charge may be made either for the education or for the cost of travel. This does not stop a voluntary contribution being sought.
- However, a charge (not exceeding the actual cost) will be made for the full board and lodging of the visit, an exception to this would be for pupils whose parent/carers are receiving Income Support, Income based Jobseeker's

Allowance, Child Tax Credit (where the parent/carer is not entitled to Working Tax Credit and whose annual income (as assessed by the Inland Revenue) does not exceed Approx. £116k, support under part VI of the Immigration and Asylum Act 1999 or guarantee element of State pension credit, an Income related employment and support allowance (2008).

- Parents who receive Income Support or Income Based Jobseekers allowance in their own right are also entitled to receive free school meals for their children. The eligibility criteria are aligned with free school lunch eligibility.
- The school already recognizes this through pupil premium spending and subsidised voluntary contributions are only ever asked for from the parents.
- The school reserves the right to cancel visits if they are not financially viable.

### **Activities outside the school day**

- The school undertakes a number of sports and class based activities for which, in some instances, a small charge to offset the costs are made.
- The school does not seek to make any profit from such activities.
- The school uses its sports funding to pay for coaches and other sports specialists.
- Such activities are not part of the National Curriculum or religious education, nor are they part of an examination syllabus.

### **Wrap around care - Explorers**

- The school provides the additional provision of childcare between the hours of 8am and 8.40am and 3.15pm and 6pm.
- There is a charge for this provision which should be paid in advance 24hours before pupils are booked in to the sessions.
- We have an agreed number of pupils for each session relating to ratio health and safety regulations, and therefore cannot take additional pupils booked into the sessions.

### **Calculating charges**

- When charges are made for any activity, they will be based on the actual costs incurred, divided by the total number of pupils participating.
- There will be no levy on those who can pay to support those who are not able to.
- We are able to support cases of hardship and this may come through longer payment plans, timescale adjustments or, if considered appropriate by the EVC coordinator and Headteacher, will come through voluntary contributions, fund raising, or Pupil Premium. This could be in full or as a proportion of the visit or activity.
- The best interests of the children are always at the heart of the decisions we make and we never want any pupils to be disadvantaged because of economic circumstances.
- Parent/carers who may qualify for support are those as listed above in "Residentials".

- The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parent/carers.

### **Monitoring and Evaluation**

- The school Finance Secretary Mrs. R Buck will keep a record of trip revenue and expenditure each year and this will be overseen by the Finance Manager Mrs. S Bream the Headteacher and Finance Committee who have delegated responsibility.
- These records will be held centrally in the school office and will be open for review by governors at any time.

### **Musical Instrument Tuition**

- We encourage music education and all lessons are subsidised.
- We employ a range of music teachers within the school who teach individual and group lessons to teach pupils to play a musical instrument.
- We only charge if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil.
- We do however offer free of charge music lessons in 4 instruments and each child is purchased their own recorder for their lessons from year 2 onwards.
- For more information, see the music provision document.

### **Disadvantage Subsidy**

- There may be times when a child would benefit from taking part in an activity, but the parents/carers are in a position where they are unable to provide full or part payment.
- The Headteacher may decide the full or part cost can be met by using the funds provided by Pupil Premium.
- Currently the school allocates this as part of the planned spending, which is £76 per pupil per year.

### **Damage to Property**

A governing body may reserve the right to ask the parent/carers of pupils whose inappropriate behaviour causes damage, to contribute to the cost of repairs or of replacing defaced, damaged or lost property.