



Bentham Community
Primary School

Bentham Community Primary School Charging and Remissions Policy

Approved by: Finance Link Governor
Date: February 2021
Next Review Due : February 2022

Aims

Our school aims to :

- Have robust, clear processes in place for charging and remissions.
- Clearly set out the types of activity that can be charged for and when charges will be made.

Legislation and Guidance

This Policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge : a fee payable for specifically defined activities
- Remission : the cancellation of a charge which would normally be payable.

Roles and Responsibilities

The Governing Body

The Governing Body has overall responsibility for approving and monitoring the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Headteacher. The Governing Body also has overall responsibility for monitoring the implementation of the Policy.

The Headteacher

The Headteacher is responsible for ensuring staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

Staff

Our staff are responsible for :

- Implementing the Charging and Remissions Policy consistently
- Notifying the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the Policy applies.

The Leadership Team will provide staff with appropriate training in relation to this Policy and its implementation.

Parents/Carers

Parents are expected to notify staff or the Headteacher of any concerns or queries regarding the Charging and Remissions Policy.

Where Charges Cannot be Made

Below we set out **what the school cannot charge for:**

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- 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
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.
- Education provided outside school hours if it is part of:-
 - The national curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education

Transport

- 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 or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit.

Residential Visits

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside of school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the School
 - Religious Education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Where Charges can be Made

- Below we set out **what the school can charge for:**

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. See optional extras (see **page 5**)
- Music and vocal tuition, in limited circumstances

- Certain Early Years provision
- Community facilities

Optional Extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books instruments or equipment. The following are optional extras:

Education provided outside of school time that is not part of :

- The National Curriculum
- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- 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 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 (such as Breakfast Clubs, After-school Clubs and supervised homework sessions)

Extended Schools

The School provides a term-time only wraparound school childcare service for 4-11 year olds (Reception upwards) at Breakfast Club. Parents/carers will be charged for use of the service and the session times and charges are, as follows:

| | |
|--|-------|
| Full morning session, including breakfast (8.00am until start of school) | £4.00 |
| Half morning session, excluding breakfast (8.30am until start of school) | £2.00 |

When 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 (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of an individual pupil will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents/carers are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music Tuition

The School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupils' parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made :

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to Key Stage 2 instrumental and vocal tuition programme.
- For a pupil who is looked after by a Local Authority

Residential Visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Nursery

All children are entitled to a funded nursery provision from the term after their third birthday (15 or 30 hours per week depending on family circumstances). It is expected that the majority of parents/carers will choose to take this entitlement for the hours spent in our Nursery. The funding arrangements are made by the school. Parents/carers must ensure they return an accurate termly parental booking agreement to confirm their child's place, to ensure this funding can be arranged.

If a parent/carer is taking any of their entitlement at another provider, they must indicate this on the parental booking agreement. If a parent/carer is splitting their 15 or 30 hour free entitlement with other providers, this must be made clear.

Morning and afternoon sessions can only be booked in blocks of three hours (9.00am to 12.00 midday) and (12.00 midday to 3.00pm). Each session of three hours above the initial entitlement will be charged at £12.45 and will be added to the parental agreement. There is a charge of £2.00 per child per day for those parents/carers wishing for their child to stay an additional 30 minutes (3.00pm to 3.30pm).

Chargeable nursery sessions must be booked termly and paid in advance in agreement with the school office.

Once chargeable sessions have been allocated they will continue to be included in the nursery session allocations, unless:

- Parents/carers have given a half term's written notice to cease the sessions.
- The child leaves the Nursery
- Payment for the chargeable sessions has not been made by the agreed date

- The child has not been attending the chargeable sessions regularly.

Fee Payment

Chargeable Nursery sessions will be confirmed on the Parental Booking Agreement Form and payment should be made via Parentpay by the date stated.

Individual payment arrangements in exceptional circumstances can be discussed with the Governors/Headteacher. Please talk to the School Administrator should you think you have exceptional circumstances.

If a child is absent, whether due to sickness or any other reason, refunds or reductions are NOT available for absence. (School costs do not diminish if your child is ill).

In the case of prolonged unexpected absence, e.g. serious illness, fees will be refunded at the discretion of the Governing Body.

Overdue fees will incur a 10% surcharge. Payment not received within 10 working days of the due date will result in the child's place being withdrawn.

Any charging for Nursery will not be carried out if it has a detrimental effect on other children accessing their free entitlement.

Lunchtime sessions – For those children accessing the 30 hours childcare, lunch is taken at school between 12.00 midday and 1.00pm. School meals are available priced at £2.10 per day per child. Alternatively, parents/carers can provide children with a packed lunch.

Voluntary Contributions

As an exception to the requirements set out in Section 5 of this Policy, the school is able to ask for voluntary contributions from parents/carers to fund activities during school hours which would not otherwise be possible.

When organising school trips or visits which enrich the curriculum and educational experience of children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary. If the school does not receive sufficient voluntary contributions, a trip may be cancelled. If a trip goes ahead, it may include children whose parents/carers have not paid the full contribution. We do not treat these children differently from any others.

If a parent/carer wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents/carers have a right to know how each trip is funded. The school provides this information on request. If a child is ill on the day of the trip, the amount paid is non-refundable, unless in exceptional circumstances at the discretion of the Headteacher. The cost of the trip remains, even if your child is ill.

In the case of residential trips when school has to make a commitment in advance, any deposit

received from parents/carers will be non-refundable.

The following is a list of additional activities organized by the school, which require voluntary contributions from parents/carers. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to the theatre
- school trips
- musical events

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity if their parents/carers are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

Activities this School charges for

The school will charge for the following activities:

Swimming: We charge for swimming lessons and request a contribution for the cost of the coach to transport children to Settle Swimming Pool.

Breakfast Club: We charge for the cost of breakfast care from 8.00am until school opens. See **6.3**

Individual Music Tuition: There is a charge for individual music tuition if this is not part of the National Curriculum. County Music Services teach individual or small group lessons and charge parents/carers directly.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed each year. Parents/carers will be informed of the charges for the coming year in September of each year.

Lettings Charges: The School Administrator is responsible for raising invoices for lettings on a termly basis (See Lettings Policy). Any lettings will be charged at the rate agreed by the Governing Body annually.

Remissions

In some circumstances the school may not charge for items or activities set out in this Policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

Remissions for residential visits

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits, unless they wish to contribute towards the costs:

- Universal Credit in prescribed circumstances
- 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) does not exceed £16,105
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

Monitoring Arrangements

The school and Governors monitor charges and remissions regularly, and ensure these comply with this Policy. This Policy will be reviewed annually and at every review, the Policy will be approved by the school and Governors/nominated Governor.