



Charging & Remissions Policy

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1. Aims

Newborough Church of England Primary 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.

2. 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.

3. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable
- Any reference in this policy to 'Principal' can mean the Executive Principal if appropriate.

4. Roles and responsibilities

4.1 The Governing Body

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

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

4.2 The Principal

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

4.3 Staff

Our staff are responsible for:

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

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

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

5. Where Charges can be Made

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

- School Meals

- Music Tuition
- Day Trips and Special Events in School
- Residential Visits
- Swimming
- After School Activities
- Breakages or Damage.

5.1 School Meals

Parents may purchase a school meal for their child, which should be paid for in advance at a cost of £2.40 for KS2 meals; KS1 meals are not chargeable as the Government currently funds them. Adult meals cost £2.88.

School dinner meal debts are not permitted to exceed £20.00. Once this threshold has been reached, the school is unable to provide any further meals until the debt is cleared. If a child attends school and there is an outstanding debt of £20.00, parents will be contacted to either pay the amount owing or to provide a packed lunch.

5.2 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 pupil's parent.

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 the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority.

5.3 School Trips / Special Events

Whenever trips and special events are proposed, the school issue a letter, which states the cost and destination of the trip. There will be a reply slip, allowing parents to send in a voluntary contribution and consent to attend the trip.

No parent will be asked to make additional payments to cover the costs of those unable to make a full contribution.

Families who wish their child to go on the trip but who are unable to meet the costs involved are invited to come in and discuss options with the Principal.

5.4 Residential Visits

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

5.5 Swimming

KS2 pupils may be taken to a local swimming pool. This obviously incurs costs; subsidised prices are passed on to the parent / carer. Payment is based on a voluntary contribution for each block session.

5.6 Additional School Activities

Additional (extra-curricular) school activities may charge a nominal fee for the replacement of apparatus, materials used and tuition as appropriate. We also use outside providers for school clubs – these are charged at the cost to us – no profit is made by the school.

5.7 Breakage or Damage

In the event of damage or defacement of school property reparation in full will be sought from the party concerned.

5.8 Additional Requests

Any further requests for money will always state whether they are voluntary contributions or not. Charges are calculated on an individual basis whilst always seeking Best Value. In cases of financial difficulty, consideration will be given to concessions on an individual basis. No parent will be asked to make additional payments to cover the costs of those unable to make a full contribution.

6. Voluntary Contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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.

7. Remissions

In some circumstances, the school may not charge for items or activities set out in section 7 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

7.1 Remissions for Residential Visits

Parents 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:

- 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.

8. Monitoring Arrangements

The Principal monitors charges and remissions and ensures these comply with this policy. This policy will be reviewed by the Principal every year. At every review, the policy will be approved by the Governing Body.