



Charging and Remissions Policy

September 2021 Review date September 2023

Our values - Encouragement, Friendship, Respect, Responsibility, Truthfulness.

Our mission - To be kind, learn as much as you can and encourage one another.

The Staff and Governors of St Barnabas' CofE Primary School believes that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

The 1996 Education Act requires all schools to have a policy on charging and remissions for school activities, which will be kept under regular review. The review date for this policy is recorded at the top of the document.

1. The policy identifies activities for which:

- voluntary contributions may be requested
- charges will not be made
- charges may be made
- charges will be made
- charges may be waived

2. Voluntary contributions

Separately from the matter of charging, schools may always seek voluntary contributions in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have.

The Law says:

If the activity cannot be funded without voluntary contributions the Governing Body or Headteacher should make this clear to parents at the outset.

No child will be excluded from an activity because their parents are unable to pay or unwilling to pay.

If insufficient contributions are received, the trip or activity may have to be cancelled.

If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

3. Charges will not be made for

1. An admission application to any state funded school – paragraph 1.9 (n) of the ‘School Admissions Code 2012’ rules out requests for financial contributions as any part of the admissions process
2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment);
3. 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;
4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil’s parent;
5. Entry for a prescribed public examination, if the pupil has been prepared for it at the school*;
6. Examination re-sit(s)* if the pupil is being prepared for the re-sit(s) at the school;
7. Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
8. Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated
9. Transport that enables a pupil to meet an examination requirement when he has been prepared for that examination at the school
10. Transport provided in connection with an educational visit.
11. Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
12. Education provided on any visit that takes place during school hours
13. 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

*If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made.

4. Activities for which charges may be made

1. Activities outside school hours

Residential and non-residential activities (other than those listed in Section 3 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours). (See below)

2. Residential visits during school hours

The board and lodging costs (but only those costs) of residential trips deemed to take place during school time, however pupils whose parents are in receipt of certain benefits (see remissions policy below) will be exempt from paying the cost of board and lodging.

3. Music tuition

Music tuition for individuals or appropriate sized groups of pupils to play a musical instrument or to sing and which is not an essential part of either the National Curriculum or a public examination syllabus for all pupils.

4. **Optional extras**

Activities that can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision. Where an optional extra is being provided, a charge may be made for providing materials, books, instruments, or equipment. Optional extras are:

- i) education provided outside of school time that is not:
 - 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.
- ii) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- iii) transport (other than transport that is 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);
- iv) board and lodging for a pupil on a residential visit;
- v) extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Is a school visit / residential trip in or out of school time?

If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on the trip it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

5. **Activities this school charges for**

This school will charge for the following activities:

Morning and After School Clubs; Before and After School activities.

Wrap around care for Early Years provision.

For regular activities, the charges for each activity will be determined by the Governing body and reviewed annually. Parents will be informed of the charges for the coming year in July each year.

It is the policy of St Barnabas' CofE Primary School that charges will (or may) be made as indicated below. Parental agreement will be obtained before a charge is made.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as 'optional extras'. Charges will not exceed the actual cost (per pupil) of provision

Activity or thing which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where the child's parent wishes their child to own them and in connection with the optional extra	Eg. a clay model – a charge to cover the cost of the clay.	Remission for category B (see below)
Charges will/may be made for teaching staff engaged under contracts for services purely to provide an optional extra and also non-teaching staff	This includes supply teachers engaged specifically to provide the optional extra and 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.	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of up to four pupils	Remission for category B (see below)
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A and category B (see below)
Charges will be made for certain Early Years provision	Eg. Meals, consumables, additional hours or activities to parents accessing funded hours only.	
After School & Morning Clubs		
Extra-curricular after school clubs		Category B

5. Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived.

6. Families qualifying for remission or help with charge

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

Parents may be eligible for free school meals if they are in receipt of one or more of the following:

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided you’re not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit)

Category B

- Pupils in Year Groups Reception to 6 recorded as Ever 6 Free School Meals
- Looked After Children and previously looked-after children
- Children adopted from care under the Adoption and Children Act 2002 and children who have left care under a Special Guardianship or Residence Order.
- Pupils in Year Groups Reception to 6 recorded as Ever 4 Service Child or in receipt of a child pension from the Ministry of Defence

Parents who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Headteacher. The final decision with regard to assistance payments lies with the Headteacher.

9. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- Where possible we shall publish a list of visits at the start of each term (and their approximate cost) so that parents can plan ahead
- When any visit is arranged, parents will be notified of the policy for allocating places
- We have established a system for parents to pay in instalments
- When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- We acknowledge that offering opportunities on a ‘first pay, first served’ basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Agreed by the Governing Body: September 2021

Signed**Chair of Governing Body**

Review Date: September 2023