St. John's Infant and Nursery School
Fair Field Junior School

Charging and Remission Policy

Statement of Intent

The Poppy Academy Trust is committed to improving the life chances of all our children. We will nurture a passion for learning to enable them to thrive in an ever-changing world.

We have shared values across the Trust which we teach explicitly and throughout the curriculum to the children. At our Church school, these values are rooted in our Christian ethos and distinctive Christian character.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

Charging and Remission Policy	
Written by:	Clare Sauve
Date:	13.4.22
Approved by:	PAT Resources Committee
Date:	26.4.22
Review frequency:	Annually
Target Audience:	All stakeholders

Our Local Governing Bodies are dedicated to the promotion of high standards of educational achievement. We are committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community**.**

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1. Purpose

The purpose of this document is to set out the academy trust's policy on charging and remission for school activities and school visits. It is based on advice from the Department for Education (DfE) on charging for school activities and sections 449-462 of the Education Act 1996 which set out the law on charging for school activities in England. Academies are required to comply with this act through their funding agreements.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Charges relating to nursery are in accordance with The Education (Charges for Early Years Provision) Regulations 2012.

This policy complies with our funding agreement and articles of association.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises.

2. Permitted Charges

We will only make charges where the law allows us to do so.

We **are not** permitted to charge for:

- admission applications;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- 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 school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent/carer; and
- entry for a prescribed public examination if the pupil has been prepared for it at the school.

We are permitted to charge for:

- any materials, books, instruments or equipment, where the child's parent/carer wishes him/her to own them;
- optional extras (see below);
- music and vocal tuition, where requested by parents/carers;
- certain early years provision (outside of parents' free entitlement)
- school lunches; and
- hiring of school facilities.

2.1 Optional extras

Charges may be made for some activities that are known as 'optional extras'. The following are optional extras:

- education provided outside of school time that is not part of the national curriculum, nor part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, nor part of 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 governing body has arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit; and
- extended day services offered to pupils (for example breakfast clubs and after-school clubs);

In 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; 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.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity divided equally by the number of pupils participating. It must not, therefore, include an element of subsidy for other pupils.

Furthermore, if a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those not participating.

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

3. Voluntary Contributions

For activities or visits where we are not permitted to make a charge, we may ask for a voluntary contribution from parents/carers to help cover the cost.

Voluntary contributions will be sought for activities such as educational day trips, swimming, sporting activities that require transport and specialist workshops or events during school hours.

These contributions will be sought subject to the following conditions:

- all requests to parents/carers for voluntary contributions will make it clear that the contributions are voluntary and there is no obligation for parents/carers to make any contribution;
- any children of parents/carers who are unable or unwilling to contribute will not be treated any differently; and
- where there are insufficient contributions to make the trip or activity viable, it will be cancelled.

4. Chargeable Activities

This section details the specific activities that the school will charge for, in accordance with the regulations set out in Section 2.

4.1 Materials, pens & textbooks

Where a pupil or parent wishes to retain items produced as a result of art, craft or D&T, we may make a small charge to cover the cost of the materials used.

Where handwriting pens are available for sale in a school, these are sold at cost. On occasion, parents/carers may also be offered the opportunity to purchase textbooks or revision guides, again at cost.

4.2 Activities and visits outside of the school day

We reserve the right to charge for any visits or activities that take place wholly or mainly outside of the school day (i.e. during an evening or weekend), providing they can legitimately be deemed as “optional extras” (See Section 2.1).

4.3 Residential visits

Residential visits are predominantly in school time so there will be no charge for teachers’ time on the trip. However, we do make a charge to cover the cost of board and lodgings, transport, entrance fees, workshops, insurance, materials, equipment and any supply costs incurred in school as a direct result of the trip.

4.4 Clubs

School clubs are an “optional extra” and parents/carers request for their children to take part. Hence, a charge will be levied.

Where a club is run by school staff we will make a charge to cover the cost of staffing, consumables, materials and equipment.

The school also offers additional clubs run by external agencies. The charges for these services are payable directly to the companies leading the activities.

4.5 Music tuition

All children study music as part of the normal school curriculum and we do not charge for this.

There will, however, be a charge for individual and small group music tuition through Hertfordshire Music Services, as this is additional tuition provided at the request of a parent/carer. The charge for lessons will not exceed the actual cost of providing the lessons.

These charges may be levied by the school or directly by Hertfordshire Music Services. Music fees are invoiced termly in advance and parents/carers are required to provide a minimum of half a term’s notice to stop lessons. In the event that less notice is given, parents will be expected to meet the costs incurred to the end of the notice period.

4.6 Early Years Provision

If there is spare capacity within the school, after all eligible three and four year olds have been offered their requested free entitlement, we will offer parents the option to purchase 3-hour top-up sessions.

In addition, parents are offered the option of attending Nursey Lunch Club from 11.45am to 12.15pm.

4.7 School Lunches

There is no charge for pupils who are entitled to free school meals or universal infant free school meals. For all other pupils, school lunches will be charged at a price agreed annually by the Trust Resources Committee.

4.8 Lettings

The school can make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Trust Resources Committee and will be detailed in the Poppy Academy Trust Lettings Policy.

4.9 Damage / Lost Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair, or such lower cost as the Executive Headteacher may decide.

5. Remission

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that chargeable activities and visits will be offered free or at a reduced rate to parents/carers in particular circumstances, as detailed below.

5.1 Remission for residential visits

Parents who can demonstrate they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 guaranteed element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

5.2 Remission for music lessons

Hertfordshire County Council operate a remissions policy in relation to music tuition, and parents/carers will be encouraged to apply for this if they are eligible.

On occasion, the school may directly fund music lessons for individual pupils from their pupil premium funding, but this is at the discretion of the Executive Headteacher.

5.3 Remission for other chargeable activities and visits

Charges for other chargeable activities and visits may also be fully or partly remitted. Where appropriate, the Executive Headteacher may approve the use of the delegated budget and other funding streams, such as pupil premium, to provide remission.

Details of any remission arrangements will be made clear to parents/carers when they are informed of the charges for individual activities and visits.

6. Refunds

Occasionally, because of a change in cost, an activity may be less expensive than expected. If the refund due is less than £5 per child, this money will be put in school funds to support other activities. However, if the refund due is over £5 per child, the parent/carer will be asked if they want the money refunded or give permission for the money to go to school funds.

If a child has paid the full amount for a residential trip but is unable to go due to ill health and is able to provide a doctor's certificate, then this amount will be refunded less the non-refundable deposit.

7. Review and Monitoring Arrangements

The School Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the School Business Manager every year.

At every review, the policy will be approved by the Resources Committee.