



Greenways Primary School

CHARGING AND REMISSIONS POLICY

Aims and Purpose

The purpose of this policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be a charge. At Greenways we aim 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.
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

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 England. It is also based on guidance from the DfE on statutory policies for schools and academy trusts. This policy complies with our funding agreement and articles of association.

Definitions

- **Charge:** A fee payable for specifically defined activities.
- **Remission:** The cancellation of a charge which would normally be payable.
- **School Day:** This time runs from the official start of the school day (morning registration) to the official end of the compulsory school day. It includes breaks, but not optional before or after school activities.

Roles and Responsibilities

The Local Governing Body of the school is required to have a Charging and Remissions Policy by our operating Trust, the Learning in Harmony Trust. Any changes to this policy must be agreed upon by the Trust's Leadership Group.

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

Staff are responsible for implementing the Charging and Remissions Policy consistently and notifying the Head Teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies. The Head Teacher will provide staff with appropriate training in relation to this policy and its implementation.

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

Where Charges Can and Cannot Be Made

Activity	What Charges Cannot be Made	What Charges Can be Made
Education	• 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: a) The National Curriculum b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school c) Religious Education	• Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. • Optional extras (please see below). • Music and vocal tuition, in limited circumstances. • Certain early years provision. • Community facilities. • Examination resit(s) if the pupils is being prepared for the re-sit(s) at the school and the pupil fails, without

	• Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent. • Instrumental or vocal tuition for a looked after child by the Local Authority. • 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.	good reason, to meet any examination requirement for a syllabus.
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 school hours if it is part of: a) The National Curriculum b) A syllabus for a prescribed public examination that the pupil is being prepared for at the school c) Religious Education • Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.	• Board and lodging and the charge must not exceed the actual cost.

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:
 - o The National Curriculum.
 - o A syllabus for a prescribed public examination that the pupil is being prepared for at the school.
 - o 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 or Governing Body 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 and after-school clubs, including wrap-around clubs).

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 individual pupils will not be greater than 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 any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge. Furthermore, 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. Therefore, no charge can be made for supply teachers to cover for those teachers who are absent or accompanying pupils on a residential visit. Participation in any optional extra activity will be on the basis of parental choice and willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra which is to be charged for.

Voluntary Contributions

As an exception to the requirements set out above, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. However, if the activity cannot be funded without voluntary contributions, the Head of School will make this clear to parents at the outset. The Head Teacher will also make it clear to parents that there is no obligation to make any contribution. It is important to note that 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 insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it will be cancelled. The school will ensure that this is made clear to parents. When making requests for voluntary contributions, parents must not be pressured into paying as it is voluntary and not compulsory. The school will send two further requests to parents when requesting contributions in the form of an initial permission letter and an Arbor notification.

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.

Activities Greenways Charges For:

Our school will charge for the following activities:

<u>Activity</u>	<u>Policy</u>
Educational visits	All visits and activities will be planned in advance and, if sought, voluntary contributions will be requested through letters to parents. The letter will outline the proposed visit, the associated cost and its educational value to the children. All visits are planned in the hope that parents are prepared to voluntarily meet the costs involved.
Residential visits	A charge is made for a residential activity taking place largely outside of school time. Charges are made to cover board and lodging expenses with travel expenses met by the school. When any residential visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place, usually at the beginning of each academic year. We will charge anything up to the full cost of board and lodging on residential visits. The charge will not exceed the actual cost. Parents are required to meet the full cost of the residential visit. If the income for each activity does not meet the overall cost, such activities may have to be cancelled.
Swimming	The school organises swimming lessons for all children. These take place in school time and are part of the P.E. Curriculum. The school currently pays in full all costs associated with the maintenance of the swimming pool and the costs of employing a qualified swimming coach. We inform parents when these lessons are to take place.
Individual Instrumental Music Tuition	Greenways follows government legislation that states that all education provided during school hours must be free; however, music lessons are an exception to this rule. Charges may be made for teaching either an individual pupil, or pupils in groups, to play a musical instrument if the teaching is not part of either the National Curriculum or a public examination syllabus is being followed by the pupil. Parents who have requested this tuition by specialist teachers are required to meet the full cost of the music tuition. Looked After Children will have a full subsidy to any music tuition. We give parents information about additional music tuition at the start of each academic year and each term. All children study music as part of the normal school curriculum. We do not charge for this. In cases of hardship, we will consider, in our absolute discretion, the remission of fees (either in full or in part) for those pupils we consider will benefit from such tuition.
Extra-Curricular Activities outside school hours	The school ensures that these activities are self-financing and sustainable and reserves the right to charge for these activities. These include out of school clubs, breakfast and after school clubs. The total charge for each pupil will not exceed the cost of providing the activity and no parent will be asked to subsidise others.
School Meals	School meals are available for a cost or for no cost to those in receipt of a Free School Meal entitlement or Universal Infant Free School Meals.

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 Head Teacher and will depend on the activity in question. Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the Head Teacher. Any subsidy provided by the Local Governing Body will be met from the funds at its disposal.

Breakages and Damage to School Property

The Local Governing Body reserves the right to seek reparation from parents where their children cause breakages or damage to school property.

Arrangements for Monitoring and Evaluation

The Local Governing Body and Head Teacher will monitor the impact of this policy by reviewing it on a bi-annual basis in line with current guidance from the Department for Education. A financial report detailing the activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies are reviewed by the Head Teacher and School Operations Manager.