



Faldingworth Community Primary School
Normanby-by-Spital Primary School



Charging and Remissions Policy

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Signed: (Chair of
Governors)

Signed:
(Headteacher)

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Statement of intent

The schools in Fair Acres Federation (Faldingworth Community Primary School and Normanby by Spital Primary School) are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and ensuring that all pupils receive a broad, balanced and suitably differentiated curriculum. Education at our schools is free of charge when it takes place wholly or mainly during school hours (The lunch break is not considered to fall within school hours.)

The aim of this policy is to set out details of the provision and the types of activities for which charges may be made, ensuring we adhere to legal requirements regarding charging for school activities and meet all statutory guidance provided by the DfE.

The school will ensure that this policy is published on its website and provides the school community with details of activities for which the school will charge parents/carers, and the circumstances in which they will waive any charge parents/carers would otherwise expect to pay.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE 'Maintained schools governance guide'
- DfE 'What maintained schools must or should publish online'
- Education Act 1996
- Children Act 1989
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE 'Charging for school activities'

This policy operates in conjunction with the following school policies:

- Complaints Policy
- Data Protection Policy
- Finance Policy

Definitions

For the purposes of this policy the following definitions will be used:

Charge: a fee payable for specifically defined activities.

Remission: the cancellation of a charge, partly or wholly, which would normally be payable

Roles and responsibilities

The governing board will be responsible for:

- Reviewing and updating this policy.
- The management of the school's delegated finances
- Ensuring the school acts in accordance with this policy at all times.
- Ensuring money is spent for the educational benefit of pupils attending the school, and for the benefit of pupils in other schools.
- Recognising its legal requirements regarding charging for school activities under the Education Act 1996 and meeting all additional guidance provided by the DfE.

The headteacher will be responsible for:

- Ensuring this policy is effectively implemented.
- Prioritising and allocating financial resources appropriately, ensuring efficiency, effectiveness and probity in the use of public funds.
- Informing parents/carers on low incomes and in receipt of specific benefits of the support available to them when being asked for contributions towards the cost of school visits.
- Liaising with parents/carers and staff regarding any charges being applied and making decisions regarding appropriate remissions on a case-by-case basis.

The school bursar will:

- Process and record payments for activities, taking into account any remissions applied.
- Ensure that the correct invoices are sent to parents/carers, and that payment is received.

Charging for education

The school will not 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of RE.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless provided at the request of the pupil's parent/carer.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits, if the pupil is being prepared for the resits at the school.

The school may charge for:

- Materials, books, instruments or equipment, where the child's parent/carer wishes their child to own them.

- Optional extras.
- Music tuition (in certain circumstances).
- Preschool provision.
- The use of community facilities and other commercial activities.
- Provision of information within the scope of freedom of information.

Optional extras

The school may charge for the following optional extras:

- 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
 - Part of religious education
- Examination entry fees where the pupil has not been prepared for the examinations at the school
- Transport, other than that required to take the pupil to school or to other premises where the LA 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, e.g. after-school clubs, tea, and supervised homework sessions

When calculating the cost of optional extras, an amount may be included in relation to the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation
- Non-teaching staff, including TAs
- Teaching staff under contracts for services purely to provide an optional extra
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument, where the tuition is an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided equally by the number of participating pupils.

Charges applied will not include an element of subsidy for any pupils wishing to participate 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 school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges; therefore, parental agreement is a prerequisite for the provision of an optional extra where charges will be made.

Voluntary Contributions

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost of the trip. All contributions are voluntary and it will be made clear that there is no obligation to contribute. Schools will inform parents/carers of children eligible for pupil premium funding of any support available to them when being asked for contributions towards the cost of school visits. Charges made to parents/carers must not exceed the actual cost of the activity divided equally by the number of pupils wishing to participate. It must not include any element of subsidy for non payment.

If sufficient voluntary contributions are not received and the school cannot fund it from any other source, then the activity may be cancelled.

No pupil will be excluded from a trip because their parents/carers have not contributed. Pupils will not be treated differently according to whether or not their parents/carers have agreed to make a voluntary contribution.

Music tuition

The school is aware that instrumental and vocal music tuition is an exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents/carers. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

There will be no charges applied if the music tuition is an essential part of the national curriculum. Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge for music tuition will be made in respect of pupils who are looked after by a local authority.

Transport

The school will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board, lodging and travel expenses. If parents/carers are experiencing financial difficulty, they are invited to contact the Headteacher.

School trip refunds

All initial deposits for school trips will be non-refundable. Parents/carers will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents/carers. The headteacher may consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a pupil or their parents/carers cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher may consult the governing board on the matter, taking into account the reason for cancellation, whether the school will be reimbursed for the pupil's place on the trip, and whether the place on the trip can be offered to another pupil.

Where a pupil or their parents/carers have previously cancelled a place on a trip and received a full refund, the school has the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it is at the headteacher's discretion as to whether a refund is given. The headteacher may consult the governing board on the matter, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school.

The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated fairly.

If a parent/carer wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Swimming

The school organises swimming lessons for children in Key Stage 2. These take place in school time and are part of the National Curriculum. We make no charge for the education involved in this activity. We inform parents/carers when lessons are to take place, and we ask parents/carers for a voluntary contribution towards the cost of transportation and pool charges and their permission for their child to take part in swimming lessons.

Charging parents/carers for breakages

- Parents/carers may be asked to pay a voluntary contribution towards the cost of replacing broken, damaged or defaced windows, furniture and fittings where this is the result of a pupil's behaviour.
- Parents/carers will be asked to pay a voluntary contribution towards the cost of replacing damaged or lost text books and school equipment where this is a result of a pupil's behaviour.

Charging for School Meals

Our lunches are provided by Good Lookin Cookin.

School lunches are available at no cost for children in Reception, Year 1 and Year 2 and at a cost of £2.50 per meal for all other children who are not entitled to a free meal; these are booked online and in advance. The onus is on the parents/carers to ensure that they do not order meals for days when their child is not to be in school due to holidays or school trips. **Refunds will not be given** where a meal has been ordered but not taken because the child is not in school. It will be up to the parent/carer to inform Good Lookin Cookin if this is the case, the office staff will not check to see if meals have been ordered. In the event of sickness, a refund will not be given for the first day of sickness as the meal will have already been prepared. However, if your child is to be off for subsequent days the onus is on the parent/carer to let Good Lookin Cookin know and they will cancel meals for these days.

Pre-School Fees (Normanby by Spital School only)

Fees are charged at £5 per hour. Sessions run from 9:00am-12 noon, 12 noon to 1.15pm and 1.15pm to 3.30pm Monday to Friday for 38 weeks a year. Eligible children may be entitled to up to 15 hours free per week on completion of an Early Years Funding Form. Some 3 and 4 year olds may be eligible for up to 30 funded hours. Without a completed Funding Form, the school is unable to claim for funded hours; if a parent/carer does not complete the form sessions will be chargeable at the above rate.

Please check with school to check when your child will become eligible for funding; funding is not available as soon as your child is 3 years old.

Fees are payable termly, in advance using the 6 term school year. Charges will be made for sessions even when a child is absent through illness or holiday. Charges will not be made for sessions when the pre-school is closed due to circumstances beyond our control e.g. extreme weather, flooding etc. We are aware of the fees charged at other local settings and remain competitive.

Wraparound Care

Breakfast and after school clubs are provided by JB Sport and Education (JBSE). These clubs are chargeable and run from 8am – 9am in the morning, and from 3.30pm – 6pm after school. Places are booked through JBSE and payments are made direct to them by parents/carers. Please contact JBSE for further information on their booking and refund policies.

Hall Hire

Please refer to our Lettings Policy for charges for hiring the school hall.

Policy Review

This is a working document and will be amended annually or when changes to practice are made.