



Christ Church C.E. Primary School

Respect: Endurance: Friendship

Charging and Remissions Policy

This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

1. Charging for Education

1.1. Christ Church CE Primary School will not charge parents for:

- Admission applications.
- Education provided during school hours.
- 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 religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

1.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- [Optional extras](#)
- [Music and vocational tuition \(in certain circumstances\)](#)
- Use of community facilities

1.3. We will not charge the Boys Brigade for the use of the school premises as the club directly benefits the children.

2. Optional extras

2.1. We may charge parents for the following optional extras:

- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils including before/after school clubs

2.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
 - The cost of buildings and accommodation
 - The employment of non-teaching staff
 - The cost of teaching staff (including teaching assistants) 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
- 2.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 2.4. 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 pre-requisite for the provision of an optional extra.

School Specific charges include:

- Passports can be signed by the Head Teacher but a charge of £2 will be made per passport.
- A contribution towards replacing damaged or lost school property caused wilfully or negligently by their children e.g. £3 to replace a lost or damaged reading book.
- £2.50 a day for our Early Bird Club (this includes a healthy breakfast)
- £2.65 for a school meal for those children not in receipt of free school meals
- 20p for any private telephone calls made
- 10p per A4 sheet of photocopying and 15p for colour copies
- Mid morning snack charges: toast, drink, fruit and yoghurt 15p each;

3. Voluntary contributions

- 3.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities (e.g. chicks, visiting professionals such as poets, theatre groups, artists etc). If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.

- 3.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 3.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

4. Music tuition

- 4.1. Music tuition is the only 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.
- 4.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

5. Transport

- 5.1. We 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 body or LA has arranged for pupils to be educated.
 - Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
 - Transport provided for an educational visit.

6. Residential visits

- 6.1. We will not charge for:
 - 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 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.
 - Supply teachers to cover for teachers accompanying pupils on visits.
- 6.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 6.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
 - Universal Credit
 - 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

7. Education partly during school hours

- 7.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 7.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of the national curriculum, or part of religious education.
- 7.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 7.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.
- 7.5. Any charges for extended day services will be optional.

8. Damaged or lost items

- 8.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

9. Remissions

- 9.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 9.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - Universal Credit
 - 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) did not exceed £16,190 in the previous financial year
 - The guarantee element of State Pension Credit
 - An income related employment and support allowance
- 9.3. To request assistance, parents should contact Mrs Wilshaw, School Business Manager, via telephone, 01782 234834.

10. Monitoring and review

10.1. This policy will be reviewed annually by the governing body.

Signed (Governor/ Chair of Governors) _____

Signed (Head Teacher) _____

<u>Date</u>	<u>Comments</u>	<u>Review Date</u>
Spring '12	Approved and issued without amendment	Spring 2013
20 th March 2013	Approved and issued with amendments to contributions to visits. These are now paid when the visit happens rather than with 75p weekly contributions.	Spring 2014
21 st March 2014	Approved and issued with the addition of no charge to the Boys Brigade	Spring 2015
13 th March 2015	Approved and issued with removal of oatcakes from break-time snack	Spring 2016
12 th February 2016	Approved with no amendments	Spring 2017
10 th March 2017	Approved with amendments to the layout and presentation of the policy and updated legislation	Spring 2018