



Soudley School Charging and Remissions Policy

Respect for ourselves, each other and our environment

Aims

At Soudley Primary School we recognise the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute towards their personal development.

This policy sets out

- robust, clear processes in place for charging and remissions
- the types of activity that can be charged for and when charges will be made

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on charging for school activities (May 2018) and the Education Act 1996, sections 449-462 of which set out the law on charging for school activities in maintained schools in England.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The Governing Body has overall responsibility for approving the charging and remissions policy, but can delegate this to an individual governor or the head teacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

In our school, the full governing body have the responsibility for approving the charging and remissions policy

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the head teacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents and carers are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

In accordance with the guidelines Soudley School will not charge for:

- Books, materials, equipment and instruction in connection with the National Curriculum or Religious Education taught at school, except where parents have indicated in advance their wish to purchase the product.
- All activities that are a necessary part of the National Curriculum during school time.
However, we may permit organisations to charge parents when such an organisation is acting independently of the school or the LA, to arrange an activity to take place during school hours and parents want their children to join in the activity.
Instrumental tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.
- School meals for pupils registered for Free School Meals

- 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:
 - The national curriculum
 - Religious education
 - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Swimming: The school organises swimming lessons for children to ensure they can swim 25 metres as required by the National Curriculum*. These take place in school time and we make no charge for this activity but inform parents when these lessons are to take place. *Currently, in times of Covid, we are not swimming
- Sports Coaching All children have PE lessons as part of the school curriculum. This is delivered by both classroom staff and by an outside provider and the school pays for this provider.

Where charges can be made (optional extras)

Below we set out what Soudley School can charge for:

- Education Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Music tuition if this at the request of the parent.
- After school clubs
- Residential visits: We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.
- Damaged or Lost School Property Parents may be asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children, e.g. broken window, damaged or lost book Any charge made in respect of individual pupils or a group of pupils will not be greater than the actual cost of repairing or replacing property
- Any charge will not 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. Note that this may mean an event or trip may not be able to go ahead.
- 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.
- Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Voluntary contributions

As an exception to the requirements set out in section 'Where charges cannot be made' the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: trips, visits from professionals including authors, performers, activity days and workshops as part of trips.

No child will be excluded from an activity if their parents are unwilling or unable to pay. If the school is unable to raise enough funds for an activity or visit then it may be cancelled.

The school will make parents aware of a possible cancellation in the information sent to parents.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity.

At times the school will pay additional costs in order to support the visit.

Parents have a right to know how each trip is funded. The school provides information on request (No individual circumstances are disclosed).

Remissions

In some circumstances the school may not charge for items or activities set out in Optional Extras and Remissions section of this policy.

This will be at the discretion of the governing board and will depend on the activity in question. Remissions for residential visits

2022-23

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

- Universal credit in prescribed circumstances
- 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) does not exceed £16,190
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

Monitoring arrangements

The school bursar monitors charges and remissions and ensures these comply with this policy

This policy will be reviewed by the head teacher every year and it will be approved by the governing body.

When determining the charges for activities, the costs of transport, venue tickets, workshops etc. will be considered and the cost of the trip determined by the head teacher in conjunction with the school office.