



**SHIRLEY COMMUNITY PRIMARY SCHOOL  
AND SHIRLEY PRE-SCHOOL**

**CHARGING AND REMISSIONS POLICY**

This is a Statutory Policy

Date of Adoption	12 July 2018
Date of Next Review	June 2019
Committee	Resources

*(incorporating advice from Charging for School Activities, DfE, May 2018  
Charging and remissions policy model for schools, The Key, June 2018))*

## **Purpose**

The purpose of the policy is to ensure that, during the school day, all children have full and free access to a broad and balanced curriculum. Through this policy, the school aims to clearly set out types of activity that can be charged for and when charges will be made.

The governing body may not charge for anything unless it has drawn up a statement of general policy on charging. If a charge is to be made for a particular type of activity, for example “optional extras”, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

Definitions:

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

## **Relationship to other school policies**

The policy complements the school’s equal opportunities policy, curriculum policy.

## **Roles and Responsibilities**

**The Governing Body** – The governing body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Headteacher. The governing body also has overall responsibility for monitoring the implementation of this policy. At Shirley Community Primary School responsibility for monitoring the implementation of this policy has been delegated to the Resources Committee.

**The Headteacher** - The Headteacher will ensure that the following applies:

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). The Headteacher, staff and governors will ensure this information is made available to parents and will ensure it receives appropriate distribution to parents e.g. through publication in the school’s prospectus.

## **Where charges cannot be made** – the school cannot charge for:

### **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:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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
- 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 resit(s) at the school

### **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:
  - The National curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

### **Where charges can be made – What the school can charge for:**

#### **Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras – see below\*
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

#### **\*Optional Extras**

The school may 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 out of school hours that is not part of:
  - The National Curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - 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/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 club, after-school club, tea and supervised homework sessions)
- 

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.

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.

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.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **The school day is defined as:**

8.55 a.m. - 3.15 p.m. School hours do not include the break in the middle of the day.

### **Education partly during school hours**

Sometimes an activity may happen partly during and partly outside school hours. If 50% or more of the time spent on the activity occurs during school hours, that activity counts as taking place entirely in school hours and no charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours). Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Education outside school hours**

Parents will only be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education. No charge will be made for activities that are an essential part of the syllabus for an approved examination.

## **Residential activities**

The school cannot 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 or 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 those teachers who are absent from school accompanying pupils on a residential visit

Charges will be made for board and lodging, except for pupils whose parents are in receipt of:

- Income support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part V1 of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit (provided they are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit run-on – paid 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit – where they apply on or after 1<sup>st</sup> April 2018 and the household income is less than £7,400 a year (after tax and not including any benefits received)
- 

Charges for board and lodging will not exceed the actual cost.

When the school informs parents about a forthcoming visit, it will make it clear that parents who can prove that they are in receipt of the above benefits will be exempt from paying the cost of board and lodging.

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A 'half' day means any period of 12 hours ending with noon or midnight on any day.

## **Music Tuition**

Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

Charges may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. The school will make clear that no charge may be made in respect of a child who is looked after by a local authority.

### **Pupils eligible for free school meals (not Universal Infant Free School Meals)**

Governors do not wish charges to prevent any child from taking up the opportunity of learning a musical instrument because of financial constraints.

The school will pay 50% of the cost of tuition and instrument hire providing the following conditions are met:

- The child attends lessons regularly with their instrument and shows a commitment to practising at home between lessons
- The child is having tuition at school for one instrument only
- The child has the ability to make progress

The above criteria will be assessed during a trial period of one half term when the child starts the tuition. For this first half term, the parents must pay the full cost of tuition, 50% of this can be claimed back from the school at the end of the first half term if the criteria listed above have been met. Thereafter, the parent pays 50% of the full cost. When a pupil ceases to be eligible for free school meals, parents are expected to pay the full cost of tuition, this will take effect immediately at the end of the FSM eligibility period.

### **Siblings**

When more than two siblings are learning to play an instrument, parents may request a reduction in the cost of tuition for the other siblings. The school will pay 50% of the cost of tuition and instrument hire.

### **Applications for a bursary**

If parents are facing financial hardship but are not eligible for any reduced fees, an application for a bursary may be made to Cambridge Instrument Music Agency. Contact details can be found at <https://www.cambridgeshiremusic.org.uk/>

### **Activities not run by the school or LA**

When an organisation acting independently of a school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they wanted to take their children out of school for a family holiday. However, where an activity is organised by a third party and is approved by the school, is educational or is supervised by someone authorised by the school, no charge should be made to the parents or pupils.

### **Voluntary contributions**

Voluntary contributions will be sought for activities during the school day which entail additional costs. There is no obligation for parents to make any contribution, and no pupil will be prevented from participating if their parents are unwilling or unable to pay. Children of parents who do not contribute will not be treated any differently.

If a particular activity cannot take place without some help from parents this will be explained to them at the planning stage. Where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

The school must first decide which class, or group of pupils, will benefit from the activity and then look for voluntary contributions, either for that activity, or by general fund-raising.

### **Activities the school charges for**

The school will charge for the following activities:

- Before and After School Clubs
- Pre-school attendance, where this is not included within a child's free nursery hours entitlement
- Music tuition provided at the request of the parent
- Board and lodgings at residential visits
- Sales of school uniform
- Extra-curriculum clubs and activities

### **Remissions**

In some circumstances the school may not charge for or may subsidise the cost of items or activities. This will be at the discretion of the governing body and will depend on the activity in question. See above for information regarding residential visits and music tuition. Each case will be determined on its merits.

### **Monitoring and evaluation**

The Resources Committee of the governing body will monitor the impact of the policy by receiving termly reports on activities that resulted in charges being made and subsidies being awarded (without giving names).

**Adopted by Resources Committee as a delegated responsibility on behalf of the Governing Body: (date)**

### **Review Date**

This policy will be reviewed on an annually.

**Signature of the Chair  
of the Resources Committee: .....**

**Date: .....**