

Dore Primary School



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Charging and Remissions Policy

Version	2
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Date Approved by Governing Body	17 th July 2024
Review Date	July 2024

Last updated: July 2023

Contents:

Statement of intent

1. [Legal framework](#)
2. [Charging for education](#)
3. [Optional extras](#)
4. [Voluntary contributions](#)
5. [Music tuition](#)
6. [Transport](#)
7. [Residential visits](#)
8. [Education partly during school hours](#)
9. [Damaged or lost items](#)
10. [Remissions](#)
11. [School trip refunds](#)
12. [Monitoring and review](#)

Statement of intent

Dore Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against (Article 2) by our offering of school trips, activities and educational extras. As a Rights Respecting School, we ensure that children's rights are understood and acted upon, including the right to a good quality education (Article 28) and the right to play and rest (Article 31).

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

For charging details linked to **Breakfast Club and Pre-School** please see separate policies.

Signed by:

_____ Headteacher
_____ Chair of governors

Date: _____

Date: _____

1. Legal framework

- 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
 - [Freedom of Information Act 2000](#)
 - DfE (2018) 'Charging for school activities'
 - DfE (2020) 'Governance handbook'
- This policy operates in conjunction with the following school policies and procedures:
 - Complaints Procedures Policy
 - [Freedom of Information Policy](#)
 - [Finance Policy](#)
 - Debt Recovery Policy

2. Charging for education

- We will not charge parents for:
 - 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 RE.
 - Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- We may charge parents for the following:
 - Materials, books, instruments or equipment, where they desire their child to own them
 - Optional extras see point 3
 - Music tuition (in certain circumstances)
 - Certain early years provision
 - Use of community facilities

3. Optional extras

- We may charge parents for the following optional extras:
 - Education provided outside of school time that is not:
 - Part of the national curriculum
 - RE

- 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
- When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:
 - Materials, books, instruments or equipment provided in relation to the optional extra
 - Buildings and accommodation
 - Employment of non-teaching staff
 - Teaching staff (including TAs) under contracts for services purely to provide an optional extra
 - Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.
- The school 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, 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.
- If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

4. Voluntary contributions

- The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. The school will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- No pupil 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.

- The school will strive to ensure that parents do not feel pressurised into making voluntary contributions.
- For all non-residential experiences, children in receipt of pupil premium funding will be paid for by the funds which school receives. The Deputy Head teacher (Inclusion Manager and EVC) will oversee this.

5. Music tuition

- 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.
- The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.
- No charge will be made in respect of pupils who are LAC.

6. 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.
 - Transport provided for an educational visit although schools may ask for a voluntary contribution.

7. Residential visits

- The school will not charge for:
 - Supply teachers to cover for teachers accompanying pupils on visits.
- The school will charge for the full cost of the residential visit, which may include: board and lodging, transport, external professionals/ centre staff costs etc. but the charge will not exceed the actual cost.
- 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:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit

- Child Tax Credit, provided that 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 for four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- The full cost of residential trips will be requested by the school for such activities. Families in receipt of free school meals can request a reduction in the price (currently this means FSM children are likely to pay 20% of the full cost). Dore Primary will follow the relevant legislation as contained in the Education Reform Act 1988: Section 106 – 111, 117, and 118. The guidance is contained in the DCSF circular 2/89: Charges for School Activities).

8. Education partly during school hours

- Any charges for extended day services will be optional.
- The school will fund essential extra learning activities that embed national Curriculum learning but it will continue to ask for voluntary contributions for activities that will enhance the learning. If insufficient contributions are collected an activity will be cancelled.
- Wherever possible information about all such activities will be shared with parents at the 'Welcome to' evenings which are held annually in July.

9. Damaged or lost items

- The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances e.g. financial hardship

10. Remissions

- The school places great importance in providing a full range of curricular activities which support children in their learning. It is recognised that in organising such a regular programme of trips, visits and visitors, costs can be high for parents and therefore the school will consider which of the following activities are not, wholly, partly subsidised. These activities would otherwise be payable by parents in accordance with the Charging Policy.
 - All drama/theatre groups brought into the school, supporting cross-curricular work
 - All music ensembles brought into school, supporting cross-curricular work
 - Extra-curricular activities and materials used when run by school teaching staff

- Parents in receipt of any of the following benefits may request assistance with the costs of activities:
 - Income Support
 - Income-based Jobseeker's Allowance
 - Income-related Employment and Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - The guaranteed element of State Pension Credit
 - Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
 - Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
 - Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)
- There is no guarantee that all request 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.
- To request assistance, parents should contact the Deputy Head teacher.

11. School trip refunds

- All initial deposits for school trips will be non-refundable. Parents 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, minus the non-refundable deposit.
- In the event that a school trip is cancelled due to unforeseen circumstances, it is at the headteacher's discretion as to whether a refund is given to parents. The head teacher will take into account the cost to the school, including alternative provision cost.
- In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip options could include: carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that the decision is made to postpone a trip due to foreseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip this could include, carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.
- In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The head teacher will take 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.

- 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 will take 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.
- The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

12. Monitoring and review

- This policy will be reviewed annually by the governing board and headteacher.
- The next scheduled review date for this policy is June 2024.