

# ASHTON GATE PRIMARY SCHOOL



## CHARGING AND REMISSIONS POLICY

This policy is based on advice from the Department for Education (DfE) on charging for school activities 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

### Governing Body

The Governing Body has overall responsibility for approving the Charging and Remissions policy, however this responsibility has been delegated to the Buildings and Finance Committee. The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

### Executive Headteacher

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

### Staff

Staff are responsible for:

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

The school will provide staff with appropriate training in relation to this policy and its implementation.

## CHARGING

The Governing Body cannot charge for:

- an admission application;
- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for, or part of religious education;

- tuition for pupils learning to play musical instruments if the tuition is required as 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school.

The school will endeavor to give parents/carers as much time as possible in order for them to be able to pay any charges.

The Governing Body can charge for the following:

## **1. VOLUNTARY CONTRIBUTIONS**

### **A. NON-RESIDENTIAL EDUCATIONAL VISITS**

No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum but parents/carers will be asked to make a voluntary contribution. No pupil will be excluded from an activity because their parent/carer cannot or will not make a voluntary contribution. However, if insufficient contributions are received to cover the cost of the trip, the trip will be cancelled.

### **B. RESIDENTIAL VISITS**

No charge is made for a residential activity taking place largely during time where the charge is for education. Charges are made to cover board and lodgings and transport. When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- 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 Pension Credit
- Child Tax Credit
- Working Tax Credit run-on - paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

### **C. SWIMMING**

The school provides swimming lessons free of charge as this is part of the National Curriculum. Contributions towards the cost of transport to and from these lessons will be requested from parents/carers.

## **2. OPTIONAL EXTRAS**

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

### **A. MUSIC TUITION**

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case. Charges may now 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. The regulations make clear that

charging 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. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(I) of the Children Act 1989).

#### **B. ACTIVITIES OUTSIDE SCHOOL HOURS**

For activities outside school hours, a charge up to the cost of the activity will be levied if the activity 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 or part of religious education.

#### **C. MATERIALS OR TEXTBOOKS**

Where a pupil or parent wishes to retain items produced as a result of art, craft and design, design and technology or cookery, a charge may be levied for the cost of the materials used. Textbooks are provided free of charge, but in some subjects additional revision guides are available, for which a charge is made.

### **3. OTHER CHARGES**

#### **A. TRANSPORT**

We cannot charge for:

- transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- transporting registered pupils to other premises where the governing body or local education authority has arranged for pupils to be educated;
- transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- transport provided in connection with an educational visit, although a voluntary contribution can be requested.

#### **B. DAMAGE/LOSS TO PROPERTY**

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair whichever is the lower as decided by the Executive Headteacher.

A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair whichever is the lower as decided by the Executive Headteacher.

#### **C. LETTINGS**

The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Finance Committee.

#### **D. OTHER CHARGES**

The Executive Headteacher, Buildings and Finance Committee or Full Governing Body may levy charges for miscellaneous services up to the cost of providing such services eg for providing a copy of an OFSTED report.

#### **4. REMISSIONS**

- a. The Executive Headteacher, Buildings and Finance Committee or Full Governing Body may remit, in full or part, charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- b. The Executive Headteacher, Buildings and Finance Committee or Full Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
- c. Children who are entitled to either Free School Meals (apart from Universal Free School Meals) and/or the Pupil Premium, may be entitled to a reduction in any charges levied. A request must be made to the Executive Headteacher for consideration.

#### **ASHTON GATE PRIMARY SCHOOL - SUMMARY OF CHARGING AND REMISSIONS POLICY**

1. The Governing Body recognises the valuable contribution that a wide range of additional activities, including clubs, trips and residential experiences can make towards pupils' personal and social education. The Governing Body aims to promote and provide such activities both as a part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.
2. The Governing Body reserves the right to charge in the following circumstances for activities organised by school;
  1. The cost of all activities mainly outside of normal school hours which are optional extras, i.e. evening trips and weekend visits.
  2. The cost of any board and lodging in any residential visit in school time or in any visit that takes place as part of the National Curriculum.
  3. The cost of ingredients and material (or require them to be provided) if the parents have indicated in advance that they wish to have the finished product.
3. Activities that take place inside school hours or as part of the National Curriculum will be completed dependent on voluntary contributions and this will be stated to parents. Such contributions will determine whether an activity is viable.
4. Trips may be cancelled if insufficient support is received. This applies to all activities (both charged and those where voluntary contributions are sought).
5. The Governors will ask parents to pay for the cost of replacement or repair of equipment or of premises broken or damaged deliberately by pupils either during or out of school hours.
6. The remission policy for charged activities will operate at the statutory minimum.
7. The Governors reserve the right to amend this policy from time to time.
8. The school's hours as referred to in this statement are 8.40 a.m. until 3.20 p.m. on each school day where pupils are required to attend.

Date: May 2024

Review: May 2025