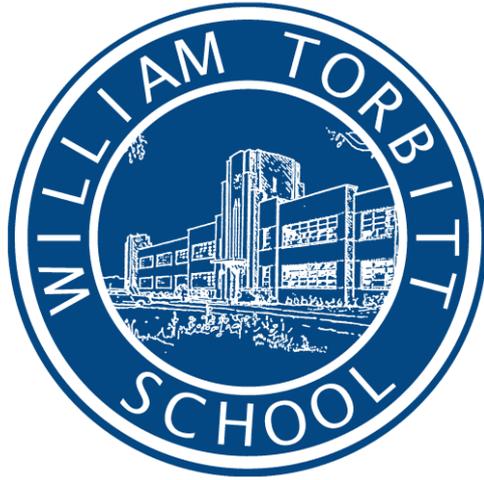


William Torbitt Primary School



Charging and Remissions Policy

Policy reviewed and ratified: November 2019
Policy written by: Clare Pike and Claire Higbee

Introduction

William Torbitt Primary School recognises the value of providing a wide range of experiences to enrich and extend pupils' learning and to contribute to their personal development. The Executive Head teacher or head teacher and Governing Body aims to promote and provide such experiences for the pupils of the school, both as part of a broad and balanced curriculum and as additional optional activities. However, many of these activities have associated costs and cannot be provided unless voluntary contributions are received or parents are charged for the cost.

This policy should be read in conjunction with the following document:

- Charging for school activities (DfE) – Guidance A.

Definitions

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

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 Executive or Head teacher.

The Governing body also has overall responsibility for monitoring the implementation of this policy.

The Head teacher

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

Staff

Our staff are responsible for:

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

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

Parents

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

School Trips

Day trips

- No charge will be levied in respect of day trips, although some trips may not take place unless voluntary contributions are forthcoming.

Residential trips - essential

- For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board, lodging and transportation.

Residential trips - non-essential

- For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - If the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip.
 - If the amount of school time on the trip is half or more of the total time of the trip, a charge will be levied for board, lodging and transportation.

Examination Entries

- The school does not pay any examination fees.

Materials for Art, Craft and Design, and Design and Technology

- Pupils are not charged for materials for these subjects.

Music Tuition (Also see: Music Tuition Charging Policy)

- At present, Redbridge Music Service levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons for a 30 minute lesson.
- No charge is levied where music tuition is an essential part of the National Curriculum or a prescribed public examination syllabus is being followed by the pupil.
- No Redbridge Music Service charge is levied to parents in respect of singing tuition during the school day (Education Act).
- Remission of Redbridge music service fees is available when parents of pupils receive means test benefits.

Activities Outside School Hours

- No charge will be made for activities outside school hours that are part of the National Curriculum or RE, or that form an essential part of the syllabus for an approved examination.
- For all other activities outside school hours, a charge up to the cost of the activity will be levied.

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, or such lower cost as the Executive Head teacher or head teacher may decide.
- 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, or such lower cost as the Executive Head teacher or head teacher may decide.

Optional extras

We are able to 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 outside of school time 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 board 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 clubs, after-school clubs, 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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Voluntary Contributions

- Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.
- 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.

Remissions Policy

- The Head teacher/Finance Committee may remit in full or part, charges in respect of a pupil, if they feel it is reasonable in the circumstances.
- The Head teacher/Finance Committee, may decide not to levy charges in respect of a particular activity if they feel it is reasonable in the circumstances.

Disadvantage Subsidy (Pupil Premium) Funding

The Disadvantage Subsidy (25% reduction in costs) is allocated to pupils who are in receipt of pupil premium. This subsidy can be used towards the cost of any activities within school i.e. clubs, trips, music tuition, and can also be used towards the board and lodging costs of the annual residential trip (50%).

The Disadvantage Subsidy is available to eligible pupils for this current academic year.

Prohibition of Charges

The Governing Body recognises that the legislation prohibits charges for the following:

- 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 at the school, or part of religious education;
- Tuition for pupils learning to play musical instruments if the tuition is required as an essential part of the National Curriculum;
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school;
- Education provided on any trip that takes place during school hours;
- Education provided on any trip 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 the school's basic curriculum for religious education;

- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential trip;
- 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 provided in connection with an educational trip

Approved by the Governing Body on Monday 11th November 2019.

Explanatory notes:

- The charging and Remissions policy should be reviewed every 2 years.
- The charging and Remissions policy should be included within the school prospectus.
- It is a statutory requirement for a charging and remissions policy to exist, which must include a full remission in respect of charges levied for board and lodging for residential trips if the parent / carer of a pupil is in receipt of income support, family credit, income-based jobseeker's allowance (payable under the Jobseekers Act, 1995), or disability working allowance.
- The charging and Remissions policy must be agreed by the full Governing Body. It cannot be delegated to a committee or the Head teacher.
- The statutory requirements only apply to charges made by a Governing body or the LEA; they do not apply to charges to pupils or their parents / carers made by other persons (eg travel firms).