

# Yardley Hastings Primary Charging and Remission Policy



## 1 Introduction

This policy has been compiled in line with Sections 449-462 of the Education Act (1996) which sets out the law on charging for school activities in school maintained by local authorities.

We will inform parents on low incomes and in receipt of benefits listed below of the support available to them when being asked for contributions towards the cost of school visits:

Income Support  
Income Based Jobseekers Allowance  
Support under part VI of the Immigration and Asylum Act 1999.  
Child Tax Credit, with no element of Working Tax Credit and a household income below £16190 (as assessed by Her Majesty's Revenue and Customs).  
The guarantee element of State Pension Credit.  
Income related employment and support allowance that was introduced on 27 October 2008.  
Universal credit

## 1.2 Education

We **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.  
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.  
Examination re-sits(s) if the pupil is being prepared for the re-sit(s) at the school.

We **can** charge for:

Any materials, books instruments, or equipment, where the child's parent wishes him or her to own them.

**Nursery costs** – where the number of hours of Free Funding Entitlement grant has been exceeded, in line with our Nursery Pricing Policy.

**Optional extras** – see below.

### 1.3 **Optional Extras**

Charges may be made for some activities that are known as “optional extras”. Where an optional extra is being provided, a charge can be made for providing materials, books instruments or equipment. Optional extras are:

Transport that is not required to take the pupil to school or to other premises where the governing body have arranged for the pupil to be provided with education.

Board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

Materials, books instruments or equipment provided in connection with the optional extra.

Non –teaching staff.

Supply teachers and teaching staff engaged to specifically provide the optional extra.

Cost or proportion of the costs for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore 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.

In view of the structure of the Cluster Residential trips, which ensures that every child in the last two years at their cluster school is offered either a Year 5 visit to Wales or a Year 6 visit to the Isle of Wight, the Governors have decided that the trips have to be lead by experienced Cluster Heads and staff, with supply staff employed in their schools to cover for them. Therefore, in order to ensure the continued viability of these Residential visit, a charge will be made only for those staff attending as per section 456, 4c of the Education Act 1966. No charge will be made for supply teachers to cover the teachers who are absent from school accompanying pupils on a residential visit.

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

#### **1.4 Voluntary Contributions and day visits**

There is no obligation on parents to make voluntary contributions. However if the activity cannot be funded without voluntary contributions this will be communicated to parents in writing at the outset. If in the event the contributions are not enough to cover the event/trip the school reserves the right to cancel it.

#### **1.5 Residential Visits**

Charges will be made for board and lodging and activity charges but these will not exceed the actual cost. We will inform parents about forthcoming visits and that if parents are in receipt of benefits listed earlier in this policy that they will be entitled to remission.

#### **1.6 Music Tuition**

In line with NCC recommendation the school recognises that although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

The Education and Inspections Act 2006 introduced a regulation – making power which allowed the DCSF to specify circumstances where charging can be made for music tuition.

The new regulations, which came into force September 2007, provide pupils with greater access to vocal and instrumental tuition.

The school can charge for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing.

Discounts will be offered to children whose parents are in receipt of benefits as listed earlier in this policy.

The school will only charge if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

#### **1.7 Activities Outside School Hours**

No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.

If a pupil is prepared outside school hours for an examination that is not set out in regulations (the full list of which is to be available from the school), a charge will be levied for tuition and other costs.

For all other activities outside school hours, a charge up to the cost of the activity will be levied.

### **1.8 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 Headteacher 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 Headteacher may decide.

### **1.9 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. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.

### **1.10 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 as advised by the Local Authority (see the NCC Financial Management Handbook Section 6 – Hire of Education Premises).

### **1.12 Miscellaneous Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report. If parents have issues concerning any charges levied this must be communicated in writing to the Chair of Governors or Head teacher for consideration.

## 2. REMISSIONS POLICY

- 2.1 If the parent/guardian of a pupil is in receipt of 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 £16190, the guarantee element of State Pension Credit and an income related employment and support allowance that was introduced on 27 October 2008, charges in respect of board and lodging will be remitted in full.
- 2.2 The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.
- 2.3 The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity if it feels it is reasonable in the circumstances.

## 3 TABLE OF CHARGES (Example)

Activity	Charge	Cost	Remission available
Residential Visits	Yes	£120	Yes
Day Trips	Yes	At Cost	Yes
Breakfast/ Afterschool Club	Yes	At Cost	Yes
Music Tuition	Yes	At Cost	Yes
Lettings	Yes	NCC Advisory	No

**Nursery charges** – to be read in conjunction with the latest Nursery Pricing Policy, Terms of Business and Fees

**Signed:**

**Date: March 2017**

**Review date: March 2019**