



Charging and Remissions Policy

Reviewed November 2022

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Policy Approved By:	Bramingham Primary School Resources and Finance Committee		
Policy Signed off by (Print Name)	Barbara Robinson	Signature:	
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Aims

Bramingham Primary School Governing Body recognises the valuable contribution that a wide range of additional activities including clubs and visits, can make towards a pupil's education.

Bramingham Primary School aims to:

- Have robust, processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will & will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

Definitions

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

Roles and responsibilities

The Governing Board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the co-headteachers.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving and monitoring the implementation of the charging and remissions policy has been delegated to the Finance & Resources Committee.

Co-Headteachers

The co-headteachers are 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 co-headteachers of any specific circumstances which they are unsure about or where they are not certain if the policy applies

Parents

- Parents are expected to notify staff or the co-headteachers of any concerns or queries regarding the charging and remissions policy.

1. Where charges cannot be made

Below we set out what we **cannot** charge for:

1.1 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 re-sit(s) at the school

1.2 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 board 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, however, a voluntary contribution can be requested.

1.3 Residential visits

Our school will not 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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

2. Where charges can be made

Below we set out what we **can** charge for:

2.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them. The cost will be made clear to parents before charging.
- Optional extras (*see section 2.2*)
- Music and vocal tuition, in limited circumstances (*see section 2.3*)
- Community facilities

2.2 Optional extras

The headteachers will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the headteachers on the recommendation of the governors. The charges, when determined, will be published on the school's website and appended to this policy.

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 or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit, that is a chargeable trip.
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, 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.

2.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, 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 giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme (Wider Opportunities) The schools may charge for teaching requested by parents and delivered by specialist tutors given to either an individual pupil or groups of any appropriate size (provided that the size of the group
- For a pupil who is looked after by a local authority

2.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

2.5 Extended services

Bramingham Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of extra-curricular activities (extended services).

We provide Breakfast Club and After School Club, the charge covers the cost of staff engaged to provide the activity, food and resources necessary to run the club.

The school may charge for other out of school activities such as sports clubs, art clubs etc. For regular activities, the charge will be determined by the governing body and regularly reviewed. Parents will be informed of the charges in advance.

Children eligible for pupil premium will not be charged to attend school activities, such as sports clubs, art clubs.

2.6 Damage to property and breakages

Where school property has been wilfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the co-headteachers and be dependent on the situation.

3. Voluntary contributions

As an exception to the requirements set out in section 1 of this policy, the governing body will ask for voluntary contributions from parents to fund activities that enrich our pupils' education, which would not otherwise be possible. If an activity is cancelled because not enough funds are raised, all monies paid will be refunded in full.

On any occasion where an activity cannot be afforded without voluntary funding, this will be made clear to parents by the school.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

4. Remissions and concessions

The school will consider the remission of charges to parents or carers who receive the following support payments:

Income Support

Income based Job-seekers Allowance

Income related Employment and Support Allowance

Support under part VI of the Immigration and Asylum Act 1999

Guaranteed Element of Pension Credit

Child Tax Credit, where the person is not receiving Working Tax Credit as well, and have an annual gross income of no more than £16,190

Working tax credit run-on – paid for 4 weeks after you stop qualifying for working tax credit

Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7400 a year after tax and not including any benefits

Children of families who receive these payments are also entitled to free school meals.

Children eligible for pupil premium will not be charged to attend school activities, such as sports clubs and art clubs.

Where charges can be made for activities outside of school hours and a voluntary contribution cannot apply, the school may offer a 20% reduction in cost to those eligible for pupil premium. The school's pupil premium strategy identifies this reduction as an offer to all those eligible to pupil premium.

Parents who are eligible for the remission of charges will be dealt with confidentially.

The co-headteachers and chair of governors will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and co-headteachers. An authorisation of remissions form (Appendix 1. will be completed and budget monitoring of all remissions will be maintained by the Business Manager.

5. Inability or unwillingness to pay

Bramingham Primary School is committed to ensuring fair access and treatment of all pupils, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

Appendix 1.

Authorisation of Remissions Form

Activity Title			
Year Group		Date of Activity	
Childs' Name	Reason Eligible	Amount of remission	Agreed By
	Remissions Total:		
<i>Date added to Pupil Premium spreadsheet</i>		<i>Submission Completed by:</i>	