



FARNWORTH CHURCH OF ENGLAND PRIMARY SCHOOL

Charging and Remissions Policy

Recommended by	A Redman
Approved by	Resources Committee
Approval date	31.10.22
Review date	Autumn 2024

Farnworth Church of England Primary School believes that all children, regardless of ability and behaviour are valued equally. Groups of pupils (eg. SEND pupils, children in care, EAL pupils etc) are not viewed as separate but are part of the whole school approach. Different children's needs are recognised and met through varied and flexible provision and the use of different styles of teaching & learning throughout the curriculum. This policy therefore applies to all our children, regardless of their gender, faith, race, culture, family circumstances or sexuality.

Our Ethos

'At Farnworth, we all grow together and we all have a voice. As a faith community, we are inspired by God to be our best - to be good people who see and celebrate the goodness in others too. Our gifts and talents are nurtured and we are valued and cared for in a community filled with love and the hope that as followers of Jesus, we can bring his light to the world. Here we learn, laugh and love as our lives are shaped by our values, our faith and our experiences together - ready for the journey ahead.'

Farnworth Church of England Primary School is committed to safeguarding and promoting the welfare and safety of all children and expects all staff to share in this commitment.

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1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. 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 449-462 of which set out the law on charging for school activities in maintained schools in England.

3. Definitions

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

4. Philosophy

4.1 At Farnworth CE Primary we recognise the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences, can make towards a child's education. We aim to promote and provide such activities as part of a broad and balanced curriculum for the children of the school and as optional activities.

We believe that all our pupils should have an equal opportunity to benefit from school activities and visits (curricular and extra-curricular) independent of their parents' / carers' financial means.

4.2 This policy describes how we will endeavour to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers, which may prevent some children taking full advantage of the opportunities.

5. Roles and responsibilities

5.1 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 headteacher.

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

In our school, responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

In our school, monitoring the implementation of this policy has been delegated to the headteacher.

5.2 The Headteacher

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

5.3 Staff

School staff are responsible for:

- Implementing the Charging and Remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

5.4 Parents and Carers

Parents and carers are expected to notify staff or the headteacher of any concerns or queries regarding the Charging and Remissions policy.

6. Where charges cannot be made (voluntary contributions may be requested as stated in section 7 of this policy)

Below we set out what the school cannot charge for:

6.1 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

6.2 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 Body 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

6.3 Residential visits

- 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit

7. Where charges can be made

Below we set out **what the school can charge for**.

7.1 Education

- Any materials, books, instruments or equipment, where the child's parent or carer wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

7.2 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 Body 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, after-school clubs, and supervised booster 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/carers 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.

7.3 Residential visits

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

7.4 Music tuition

The school 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 or carer.

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
- For a pupil who is looked after by a local authority

8. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school can ask for voluntary contributions from parents/carers to fund activities during school hours that would not otherwise be possible.

Some activities for which the school may ask parents/carers for voluntary contributions include:

- visits to museums / galleries;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- theatrical groups (e.g. pantomimes) invited into school;
- musical events;

Charges will not be levied for any materials or ingredients used by children in school. However, voluntary donations will be requested of parents/carers for such things as baking ingredients.

There is no obligation for parents/carers to make any contribution, and no child will be excluded from an activity, however if the school is unable to raise enough funds for an activity or visit then it will be cancelled.

9. Activities this school charges for

Extra-curricular activities offered by the school staff are free of charge with the following exceptions:

- Where external coaches, as in judo and football, provide activities a charge is made for these sessions by the provider.

10. Damages and breakages

A pupil responsible for non-accidental damage to school property, such as books, equipment, windows etc. may render the parent/carer liable for the cost of repair or replacement. In cases of accidental damage to personal property within school, application is to be made to the Headteacher to cover full payment at their discretion or refer to the Chair of Governors if the claim is considered to be excessive. In any matter of dispute arising over interpretation, the DfE and local authority regulations will guide the Governors.

11. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

11.1 Remissions for residential visits

In our school, children who are in receipt of Pupil Premium funding will be exempt from all charges relating to trips and visits. This includes pupils who are 'Ever 6' – that is, pupils who have attracted the pupil premium at any time in the last six years. If you do not know if your

child is, or has been, eligible for Pupil Premium funding please ask, assured of complete confidentiality, at the school office.

Parents/carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- 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 – provided you're 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 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 £7,400 a year (after tax and not including any benefits you get)

12. Monitoring arrangements

The Resources sub-committee of the Governing Body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies; this report to be submitted at the summer term full Governing Body meeting. It will seek to evaluate the impact of the school's additional activities on those children most in need of further support.