TRIMLEY ST. MARTIN

Charges and Remissions Policy

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Trimley St Martin Primary School
Charging and Remissions Policy

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TRIMLEY ST MARTIN PRIMARY SCHOOL

CHARGES AND REMISSIONS

1. Aims

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, educational visits and residential experiences can make towards pupils' personal and social education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

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 England.

3. Definitions

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

4. Roles and responsibilities

4.1 The governing board

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

Responsibility for approving the charging and remissions policy has been delegated to the Finance Committee.

Monitoring the implementation of this policy has been delegated to the Headteacher and Business Manager.

4.2 Headteacher and Business Manager

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

4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently.
- Notifying the headteacher or Business Manager 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.

4.4 Parents

Parents are expected to notify Headteacher, Business Manager or Teaching staff of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below Trimley St Martin Primary School have set out what we **cannot** charge for:

5.1 Education

- Admission applications.

- Education provided during school hours.
- 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.

5.2 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.

5.3 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

6. Where charges can be made

Below Trimley St Martin Primary School have set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

The school 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 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 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).
- Residential visits, transport and insurance for a pupil on a residential visit.
- Extended day services offered to pupils (booster group, catch up sessions and sports clubs).

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

- 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.

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

Trimley St Martin Primary 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.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

6.4 Residential visits

We can charge for residential visits, but the charge must not exceed the actual cost.

BOOKING CONDITIONS - CANCELLATION for Residential Visits

In the event of cancellation by a paying member more than 8 weeks before departure, the deposit and any interim payments may be transferred to a substitute member. However, if this is not possible, then the initial deposit will be retained by Trimley St Martin Primary School.

For cancellations made less than 8 weeks prior to departure, the payments made may be transferred to a substitute member but Trimley St Martin Primary School reserve the right to charge an administration fee of £50.00, plus any direct cost incurred. However, if a transfer is not possible, then the cancellation will be subject to the following charges:-

56 –29 days before departure: 60%

28 -15 days before departure: 80%

14 days before departure or less: 100%

The date of effective cancellation charges will be applied on the day of receipt of written advice in Trimley St Martin Primary School. If any cancellation brings the number of pupils below the minimum number required for a particular tour price, the tour price will be adjusted accordingly.

Please note the cancellation charges are refunded, less a £10.00 excess, provided that the cancellation occurs within the terms of the policy e.g., necessary cancellation is due to injury or illness of pupil or parental redundancy etc.

7. Voluntary contributions

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

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

- Educational Visits
- Sporting Events
- Cooking Lessons
- Snacks provided by the school
- Model Making

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.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

If the school had reoccurring activitys (for example a school run Football Club, Breakfast Club, After School Club or Holiday Club), the charges for each activity will be determined by the Governing Body and reviewed yearly in March each year.

Parents would be informed of the charges for the forthcoming year in April each year.

9. 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, the Headteacher or Business Manager and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will help the school access additional funding to support your child through the Pupil Premium Grant. For each qualifying pupil the school will ringfence £100.00 which can be put towards the cost of a residential visit, school activity, an outside of school sporting activity or school uniform, for full details please ask the Business Manager.

- 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 that Working Tax Credit is not also received and the family's annual gross income does not exceed £16,190)

- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than £7,400 per year – after tax and not including any benefits)

10. Monitoring arrangements

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Business Manger every annually.

At every review, the policy will be approved initially by the Finance Committee and then Whole Governing Body.

11. CHARGES FOR A LETTING

The Governing Body is responsible for setting charges for a letting on the school premises.

A charge will be levied which includes but is not limited to the following:

- Cost of services (e.g., heating & lighting etc)
- Cost of staffing (e.g., security, caretaking & cleaning etc)
- Cost of "wear and tear"
- Cost for use of school equipment (if applicable)
- First Aid Resources

The charges will be reviewed and approved annually by the Governing Body. Current charges will be provided in advance of any letting being agreed. The school is constrained by law to apply value added tax to all transactions where this is appropriate.

The school reserves the right to require a deposit over and above the hiring charge as a surety against damage to the premises (including any equipment) or the premises being left in an unacceptable condition incurring additional cost for cleaning, caretaking, or other expenses.

The school will seek to recover any costs incurred by the school that are unavoidable and result directly from the cancellation of a letting.

If a Licence Agreement is necessary, a separate arrangement will be sought in conjunction with the Local Authority.