



## Longwell Green Primary School School Charging and Remissions Policy

<b>Date of policy first adopted:</b>	November 2015
<b>Responsibility:</b>	Headteacher
<b>4th review:</b>	October 2018
<b>Review Date:</b>	October 2019

### Introduction

Under the terms of the Education Reform Act 1996, the Governing Board may choose to charge for certain activities, and to request contributions for other activities. The Governors endorse the guiding principles contained within the act, in particular that no child should have his/her access to the curriculum limited by charges.

### Principles

At Longwell Green, we consider the inclusion of enrichment activities to be essential in supporting and enhancing this curriculum. Enrichment activities broaden children's learning experiences and help them to discover and develop personal interests and vital skills, such as problem solving, creative thinking and self-evaluation. Many of these activities are free (for example, all of the clubs that teachers offer; the activities provided by local secondary schools; and our Sports Partnership activities). However, some can only be made available to children through parental contributions that cover the costs of the specific activity.

### ***Guidance from 'Charging for school activities'***

School governing bodies and local authorities **cannot** charge for:

- an admission application to any maintained school;
- 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<sup>1</sup>, 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 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;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>.

Schools and local authorities **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him to own them;

- optional extras (see below); and
- music and vocal tuition, in limited circumstances

## **Practice**

### ***Guidance from ‘Charging for school activities’***

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:**

- education provided outside of school time that is not:
  - a) part of the National Curriculum;
  - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
  - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport that is not required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education; and
- 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:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or a 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 will 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 will not include the cost of alternative provision for those pupils who do not wish to participate.

Participation in any optional extra activity will be on the basis of parental choice and a 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.

Therefore, where charges may not be made, parents will be invited to make a **contribution** to cover the cost of school enrichment activities, whether taking place on the school premises or as part of an educational visit off site.

The Governors and Headteacher carry out an annual review to agree an upper limit to the voluntary contributions that will be requested during the year for day trips and educational enrichment in school. **The school will aim to publicise this amount in a school newsletter during term 1 each year.** The amount requested for residential trips is separate to this figure.

The total value of voluntary contributions will not be planned to exceed the cost of the activity. Contributions will be requested at least four weeks ahead of the planned event to allow for contributions to be collected. Where a voluntary contribution is requested but insufficient contributions are made, the Headteacher will determine if the activity can proceed taking into account the fact that additional costs should not be made against the school's delegated budget. When asking for voluntary contributions the amount requested will be a minimum amount; if parents wish to pay more than is being asked for they will be encouraged to do so. The Headteacher has the discretion to withdraw the activity if the voluntary contributions are less than the minimum 90%.

In determining the above, the Governors have recognised that there are families for whom making a contribution would be difficult, and in such cases the school has a remissions process (see below).

The School reserves the right to charge parents for:

- wilful damage to school property, or the misuse or loss of books and equipment
- use of school facilities e.g telephone calls/private photocopying
- costs made against the school due to financial processes resulting from returned parental cheques
- costs associated for completing applications for passports (£5 charge for school fund)

### **Remission of charges**

The school will charge for specific items such as board and lodging in a residential trip. Under the school's policy there can be a remission of charges for families in receipt of the following (all subject to government or local authority review):

- Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- 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 four weeks after you stop qualifying for Working Tax Credit

In cases such as these, the school asks that parents inform the school on an activity by activity basis. Forms to request remission of charges are available from the office.

**LONGWELL GREEN PRIMARY SCHOOL  
REQUEST FOR REMISSION OF CHARGES FOR A RESIDENTIAL VISIT**

**Pupil Name:**

**Year/Class:**

**Visit Details:**

**Date of visit:**

**Entitlement details-**

**Free school meals:** Yes/No

**Other evidence:**

**Any other comments :**

**I confirm that the above details are correct**

Parent/Carer signature \_\_\_\_\_ Date \_\_\_\_\_

**Office use only**

**CERTIFICATION**

Free meals review date: \_\_\_\_\_

Head's signature: \_\_\_\_\_ Date \_\_\_\_\_