



***Northumberland  
County Council***



***Charging and  
Remissions Policy 2016***

**NB If this is still valid, we will not need to review it until we decide on community business powers for EYFS!**

## **Tritlington C of E Aided First School**

### **Ethos**

Reflecting the Trust Deed, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school will aim to serve its community by providing an education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers all pupils.

These values include love, caring, sharing, forgiveness, tolerance, perseverance and goodwill to all people.

We aim to ensure everyone reaches their full potential by providing an education that stretches the mind, strengthens the body, enriches the imagination, nourishes the spirit, encourages the will to do good and opens the heart to others

## **Tritlington Church of England First School Charging and Premissions Policy**

**The staff and Governors of Tritlington Church of England Voluntary Aided First School 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' financial means. This charging and remissions policy describes how we will do our best to ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barrier which may prevent some pupils taking full advantage of the opportunities.**

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. This policy aims to comply with the law and will be reviewed yearly.

**The Policy identifies activities for which;**

- ❖ **Charges will not be made**
- ❖ **Charges will be made**
- ❖ **Charges may be waived**

### **Voluntary Charges**

Nothing in legislation prevents a school governing body from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or Headteacher should make this clear to parents at the outset. The governing body or Headteacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it must be cancelled. We will ensure that we make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make it clear to parents at the outset what our policy for allocating places on school visits will be.

When making requests for voluntary contributions, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. We will avoid sending colour coded letters to parents as a reminder to make payments and direct debit or standing order mandates should not be sent to parents when requesting contributions.

Separately from the matter of charging, we may always seek voluntary contributions

in order to offer a wide variety of experiences to pupils. All requests for voluntary contributions will emphasise their voluntary nature and the fact that pupils of parents / carers who do not make such contributions will be treated no differently from those who have.

## **No Charges will be made for**

- an admission application - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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;
- 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; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>.
- transporting registered pupils to or from the school premises, where the local education 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 has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

*See appendix A for advice on what education is during or not during school hours.*

## **Activities for which charges may be made**

Schools **can** charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page below);
- music and vocal tuition, in limited circumstances (see below);
- certain early years provision<sup>3</sup>;
- community facilities<sup>4</sup>.

1 It should be noted that 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the national curriculum 'inclusion statement' (e.g. developing teamwork skills).

2 However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

3 The Education (Charges for Early Years Provision) Regulations 2012

4 The powers to provide community facilities are under s.27(1) of the Education Act

## **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:

- 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 (other than transport that is 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);
  - board and lodging for a pupil on a residential visit;
  - extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

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;
- the cost of buildings and accommodation;
- 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 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 must 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

Activity or commodity which will or may be charged for	Notes	Remitted or help available
Charges will / may be made for any materials, books, instruments, or equipment where a parent wishes their child to own them	Eg. A clay model – a charge to cover the cost of the clay.	Pupil premium
Charges will / may be made for music tuition The Charges for Music tuition (England) Regulations 2007	The cost for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual pupil or groups of any size of pupils and provided at the request of the pupil's parent. Charges may not exceed the cost of the provision. Music tuition must be paid for in advance.	No charge can be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(i) of the children act 1989).
School Dinners	Payments should be paid at the start of every week. Failure to do so by the end of that week will result in a bill being issued, warning that failure to pay by end of following week, dinners will no longer be provided for the child/children concerned. If no payments received by end of second week, letter sent home informing parents that their child/children are no longer entitled to receive school dinners until the account is settled.	FSM
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost.	Remission see below

Charges will be made for Daycare facilities		
Charges will be made for activities outside school hours	If a course of activities is laid on, the cost of the full course must be paid for, whether the child attends every session or not.	Pupil premium
Charges will be made for loss and damage to school property	Parents of a pupil who damages or loses any item of school property or equipment, including, for example, windows or computer software, are liable for all the costs of repair and replacement. This formal statement has to be made available to all parents. In reality, any problems are usually resolved very amicably.	

## Remissions

In order to remove financial barriers from disadvantaged pupils, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstance in which charges will be waived.

### Families qualifying for remission or help with charges.

If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Parents in receipt of

Universal credit in prescribed circumstances. (The Government plans to prescribe the circumstances when Universal credit is fully rolled out).

Income Support (IS);

Income Based Jobseekers Allowance (IBJSA);

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 £16,040 (financial year 2013/14);

the guarantee element of State Pension Credit; and

an income related employment and support allowance that was introduced on 27 October 2008.

Pupil premium pupils may receive remission for certain charges if the activity or commodity is deemed to provide a particular role in closing the achievement gap for

the pupil in question. The final decision with regard to this assistance lies with the Headteacher.

Parents / Carers who feel they have other special circumstances requiring assistance with payment will be offered an appointment to discuss these with the Headteacher. The final decision with regard to assistance payments lies with the Headteacher

### **Additional considerations**

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

We shall publish notification of school trips and their approximate cost as far in advance as possible so that parents / carers can plan ahead.

We have established a system for parents to pay in instalments.

When an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip.

We acknowledge that offering opportunities on a 'first pay, first served' basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Policy Agreed by the Governing Body on.....

Signed:.....Chair of Governing Body

Review Date:.....

This was reviewed by looking at the advice on the DFE website, Charging for school activities advice issued Oct 2014.

## **Appendix A**

### **Education partly during school hours**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **Residential visits**

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' means any period of 12 hours ending with noon or midnight on any day.

#### **Example 1**

Pupils are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 school sessions, so the visit is deemed to have taken place during school hours.

#### **Example 2**

Pupils are away from school from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 school sessions, so the visit is deemed to have taken place outside school hours.