

Sawley Junior School



Charging & Remissions Policy

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VERSION CONTROL			
VERSION	DATE	AUTHOR	CHANGES
V1	Jan 15	JH	
DRAFT v2	April 21	DD/JR	Updated based on 'The Key' model policy which reflects the latest DfE guidance.
V2	June 21	As above	Policy approved out of committee by BofD. Appendices to be updated by schools as required.
V3	July 22	DD/JH	Circulated to headteachers for review and updates to charging and remissions. No changes were notified. Approved by CEO.
V4	March 2024	AB	Policy made school specific following trust merger.

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Appendix 1 - Charging & Remissions arrangements for Sawley Junior School

1. Introduction

1.1 Schools are entitled under current regulations to make charges for some activities and request voluntary contributions from parents for other activities. This policy outlines the voluntary contributions, charges and remissions for Sawley Junior School.

1.2 This policy is in compliance with the following legislation and statutory guidance:

- Advice from the Department for Education (DfE) on [charging for school activities](#)
- the [Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Charges for Early Years Provision) Regulations 2012
- ‘School Admissions Code 2012’
- DfE Governance Handbook (Section 7.5)

1.3 This policy also complies with our funding agreement and articles of association.

1.4 This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.

2. Aims

Sawley Junior 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
- Ensure that no child is discriminated against due to financial circumstances by our offering of school trips, activities and educational extras. In accordance with statutory requirements and in support of our aims, we will ensure that parents on low incomes and in receipt of certain benefits ([see the latest DfE advice](#)) are made aware of the support available to them when being asked for contributions towards costs.

3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable
- **Optional Extras:** charges may be made for some additional activities that are known as ‘optional extras’.

4. Roles & Responsibilities

The board of directors has overall responsibility for approving the Charging and Remissions Policy but has delegated agreement of the level of charges and remissions made by each school to the academy governing body of each school, subject to the authorisation of the Chief Financial Officer in accordance with the Financial Management Policy.

The board of directors has overall responsibility for the effective implementation of this policy across the trust. The headteacher is responsible for ensuring effective implementation of the policy in the school.

5. Charges

5.1 Education

We will **not** charge parents for:

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment) as part of the curriculum
- Education provided outside school hours if it is:
 - Part of the national curriculum;
 - Part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school;
 - 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/carer.**

We may charge parents for the following optional extras:

- Materials, books, instruments or equipment, where the child's parent(s) wish their child to own them.
- Music and vocational tuition (if the tuition is provided at the parent/carer's request)
- 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.

5.2 Transport

We will **not** charge parents for:

- 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.

We **may** charge parents for the following optional extras:

- 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)

5.3 Visits & residential trips

We will **not** charge parents 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 to cover for those teachers who are absent from school accompanying pupils on a residential visit
- Board and lodging for pupils on a residential visit whose parents are in receipt of certain benefits (see Remissions at para. 7 below)

We **may** charge parents for the following optional extras:

- Board and lodging for a pupil on a residential visit (the charge must not exceed the actual cost).

5.4 Music tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.

The charges will not exceed the cost of the provision, including the cost of the staff providing 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.

6. Optional Extras

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

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
- Staff costs
- 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.

7. Remissions

The school will make a contribution to the activities outlined above to support children whose parents are eligible against the following criteria. Evidence of eligibility will be required:

- 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 the threshold which applies at the time of the activity/ event (this will be advised at the time)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit

Please note: Parents/carers will be notified of the thresholds current at the time of booking.

Where parents have financial difficulties (but are not in receipt of the support payments outlined above), we recommend that an appointment is made with the headteacher to discuss the matter further. All cases will be dealt with in complete confidence.

8. Voluntary contributions

8.1 We may, from time-to-time, ask for voluntary contributions towards the cost of school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents/carers at the outset. We will also make it clear that there is no obligation for parents/carers to make a contribution, and notify parents/carers whether assistance is available.

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

- School trips
- Sports activities

8.3 Parents/carers will be notified well in advance of the cost of any activity and the voluntary contribution requested. We will strive to ensure that parents/carers do not feel pressurised into making voluntary contributions and no child will be excluded from an activity simply because their parents/carers are unwilling or unable to pay. However, if insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity may have to be cancelled.

9. 'Extended Day' services

Schools may offer 'extended day' services in the form of 'before and after' school childcare provision, extended nursery provision and lunchtime childcare, and holiday activities. These services will be charged for. Parents may be able to use workplace childcare vouchers as full or part payment for these services.

Please see Appendix A for details of extended day services at Sawley Junior School.

10. Breakages and damage to school property

Parents/carers will be asked to pay for negligent or wilful damage to school property.

11. Lettings

ONE Academy Trust (awaiting approval) has a lettings policy that identifies which school buildings and grounds are available for community purposes outside of school hours and specifies the conditions attached to the lettings. Each school makes charges available on request and/or publish on their website.

Responsibility for setting the charges is delegated to the CFO in consultation with the headteacher and the academy governing body. The approval and management of lettings is delegated to the headteacher at each school, in consultation with the Chief Financial Officer.

12. Debt recovery

The board of directors delegate the following powers to the headteacher of each school in relation to the recovery of bad debts:

- The headteacher shall have the discretion to write off individual bad debts up to a limit of £10.00.

- The school will take legal advice to reclaim debts above this value.

A record of all bad debts and the action taken to resolve the issue must be retained for finance and audit purposes in accordance with the Financial Management Policy. The Chief Financial Officer must be notified of all bad debts arising above £10.00 (see Scheme of Financial Delegation).

13. Community Facilities

We are allowed to provide facilities that can be used by the local community, for example out of hours/holiday childcare or swimming pool sessions. These facilities can be used to further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated.

Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and/or on community facilities.

Fees and charges will be set in accordance with chapter 6 of HM Treasury's Managing Public Money.

14. Setting Charges & Remissions

Charges and remissions are set in accordance with the legislation and statutory guidance set out above. For regular activities, the charges and remissions for each activity will be determined by the CFO in consultation with the headteacher of each school and reviewed in the summer term each year as part of budget planning and setting. Parents will be informed of the charges for the coming year in the relevant documentation.

For other activities, charges and remissions will be determined by the headteacher in consultation with the academy governing body and the CFO as required and notified to parents/carers as and when they arise (e.g. school trips).

15. Monitoring & review

The headteacher of each school monitors charges and remissions and ensures these comply with this policy. If there are any changes these will be notified to the ONE central team for the update of the Charging and Remissions Policy.

This policy will be reviewed by the academy governing body as required.

Appendix 1

Extended Childcare Provision

No current extended day provision.

Trips

Costings worked out per trip and parents are charged enough to cover the total cost. Sometimes the cost may be subsidised by the school or the School Friends/PTA. Sometimes we pay all or partial monies for pupils entitled to Pupil Premium.

Swimming

A contribution towards costs may be requested for some year groups. The school will advise.

Charges are correct at the time of publication but may be subject to change. Please confirm all current charges with the school office