

# Barwic Parade Community Primary School Charging & Remissions Policy

# Barwic Parade Community Primary School

## CHARGING & REMISSIONS POLICY

---

Headteacher

Miss Sarah Dixon

Date	Changes Made	By Whom
March 2013	Created	Mrs Julia Hardy
March 2017	Reviewed & updated in line with NYCC Model Policy	Mrs Jean Grant
March 2020	Reviewed in line with NYCC Model Policy	Mrs Jean Grant
March 2020	Reviewed	Finance & Staffing Committee
May 2020	Ratified	FGB
February 2021	Reviewed	Mrs Jean Grant
May 2022	Reviewed	Mrs Jean Grant
October 2023	Reviewed	Mrs Jean Grant
November 2023	Ratified Noted	Finance & Premises Committee FGB

**Signed:**

**Role:** Chair of Finance & Premises Committee

**Date:** 21<sup>st</sup> November 2023

**Next Review Date:** Autumn 2024

This policy takes guidance from the DFE Policy – ‘Charging for School Activities’ which has been recently revised and Local Authority guidance on school lettings. Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England. This guidance complements the information given in “A Guide to the Law for School Governors” (Chapter 23) and reflects the terms of the Education Act 1996.

This Policy will be reviewed on an annual basis by the School's Finance, Premises & Staffing Committee and will be adjusted in line with new Government or Local Authority recommendations. It sets out the School's position on charges and remissions.

### **Voluntary Contributions and Responsibilities of Staff**

Nothing in legislation prevents a Governing Body or Local Authority from asking for voluntary contributions that would benefit the School or any School activities and the School will invite parents and others from time to time to make voluntary contributions to enable the provision of activities and visits which may not otherwise be possible. If the activity cannot be funded without voluntary contributions, this will be made clear to parents at the outset. The Governing Body or Headteacher will make it clear to parents that there is no obligation to make any contribution. No student will be excluded from an activity because his or her parents are unwilling or unable to pay. **However, if insufficient voluntary contributions are raised to fund a visit, it may not go ahead.** Staff organising visits will make this point clear to parents. Staff organising a trip will make it clear to parents at the outset what their policy for allocating places on the visit will be.

Activities outside of normal lesson times and not within the National Curriculum (ranging from visits abroad to school matches) are classed as ‘optional extras’. Parents may be asked to meet the full cost of these activities. In the case of residential experiences, every effort will be made to offer value for money but the cost might be high. It is intended that School-based extra-curricular activities will be low cost. The School will do its best to offer assistance or remission of charges in any case where there is hardship.

For activities during normal School hours and/or within the National Curriculum, parents may be asked to make a voluntary contribution to cover the cost of the activity to enable it to go ahead. Each year, such visits are likely to include visits to museums, galleries, theatre trips etc. The costs of each visit will vary.

Charges and contributions should cover the anticipated costs. If contributions from an activity exceed the actual cost, the School will refund surpluses. A charge may include an allowance for the cost of staff from the School who supervise optional extra activities if those staff have been specifically asked to cover the activity as an ‘optional extra’.

Parents will be asked to meet the costs of private music tuition in full, where tuition is given either to an individual student or to students in small groups.

### **Charging Structure**

For residential courses during the time of normal School hours, parents can be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards any travel expenses. The School will do its best to offer assistance and remissions in any case where there is hardship.

If the School organises foreign visits and voluntary contributions will be requested from parents to cover travel, board and optional activities during the trip.

Parents may be charged for some or all of the cost of damage to School property where this has been intentional. **Parents** will be expected to meet some or all of the cost for replacing lost or damaged books or equipment.

The School sells a variety of sundry materials through School Office. The prices set will be based on their cost to the School of supplying such items. These include:

School Planner	£4.00
Book Bag	£10.00

### **Activities and 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 normal School hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the day, regulations require that a school day be divided into two sessions: a 'half day' means any period of 12 hours ending with noon or midnight on any day. Time spent on travel counts in this calculation if the travel itself occurs during School hours. Activities during normal School hours may only involve a request for a voluntary contribution; parents may be charged an amount to cover the costs incurred to the School for activities mainly taking place outside of School hours.

Parents should be informed of the decision to ask for contributions at the planning stage of activities. Planned activities may be cancelled if financial support is not forthcoming.

Parents may be asked to make a voluntary contribution towards activities taking place during School time, or towards activities which are a necessary part of the National Curriculum, or towards activities that form part of the School's basic curriculum for Religious Education.

Parents may be asked to meet the full cost of optional extra activities that occur outside of normal School hours, where these activities are not a necessary part of the National Curriculum.

Parents may be asked to meet the full cost of board and lodging, and to make a voluntary contribution towards travel expenses for residential visits which fall, in the main, during normal School sessions. Students whose parents are receiving the following benefits should not be prevented from taking part in any School activity or trip that is open to other students:

- 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 the limit set by HMR&C
- the guarantee element of State Pension Credit
- any similar income related employment and support allowances introduced by the Government.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It will not include an element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. 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.

In cases where a small proportion of the activity takes place during School hours, the charge will include the cost of alternative provision for those students who do not wish to participate. Therefore no charge will be made for supply teachers to cover for those teachers who are absent from School accompanying students 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.

When the School informs parents about a forthcoming visit, the member of staff leading the trip should make it clear that parents who can prove they are in receipt of income support benefits will be exempt from paying the cost of board and lodging. However, where voluntary contributions would not cover the cost of a visit, it would be likely that the visit would be cancelled where the trip was not an essential element of the curriculum.

### **Music Tuition**

The law states that all education provided during school hours must be free, but music lessons are an exception to this rule. The Education and Inspections Act 2006 introduced a regulation-making power which allowed the Department for Children, Schools and Families to specify circumstances where charging can be made for music tuition. The new Regulations, which came into force in September 2007, provide students with greater access to vocal and instrumental tuition. Charges may now be made for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles) to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student(s).

### **Extended Schools – Breakfast Club – 7.45am to 8.50am**

Barwic Parade Community Primary School provides a term time only wraparound school childcare service for 5-11 year olds at the Breakfast Club. Parents will be charged **£2 per child per session**. These charges are not discretionary unless agreed in advance with the Headteacher.

Charges are review annually.

### **Extended Schools – Circles After School Club – 3.30pm to 5.30pm**

Barwic Parade Community Primary School provides a term time only wraparound school childcare service for 5-11 year olds at our Circles After School Club. Parents will be charged for use of the service at a charge of **£5 per hour per child** up to 5.30pm. These charges are not discretionary.

Charges are review annually.

### **Extended Schools - Extra Curriculum Enrichment After School Clubs**

The school will organize and deliver a wide range of extra curriculum after school clubs either delivered by Barwic Parade staff or specialist providers. Some of these sessions will be free. Some will require a contribution of **up to £5 per session** from parents. All costs will be clearly outlined to parents prior to a child attending. These charges are not discretionary.

## **Nursery**

Barwic Parade Community Primary School provides a limited number of lunchtime sessions for children attending full day sessions. These sessions are charged as follows:

\*45 minute additional session  
To top up 15 hour provision

FREE<sup>i</sup>

Charges are review annually.

### **2 Year Olds - Additional Sessions over the funded 15 hours**

Some 2 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given.

A session which consists of 3 hours will be charged at £20 per session.

### **3 & 4 Year Olds - Additional Sessions over the funded 15 hours**

All 3 and 4 year old children have an entitlement to 15 hours funded entitlement and this entitlement must always be completely free at the point of delivery. A parental agreement will be required in relation to the funded 15 hours provision.

Additional sessions over the 15 hours per week entitlement may be available but this is dependent upon the number of children who are attending for funded sessions and to whom priority will be given.

A session which consists of 3 hours will be charged at £15 per session.

### **Nursery Sundry Supplies**

Parents are asked to provide our Nursery will sundry personal supplies such as nappies and creams when their child is not toilet trained. If supplies are not provided but are needed an additional charge of £1 per day will be made.

### **Invoicing and Payment Procedures**

Additional sessions are invoiced using the school's ParentPay system on a weekly basis so parents/carers can see and keep up to date with payments. The school will be proactive to ensure prompts payments are made to school and no family should be in arrears more than £100. Late payments may incur additional charges (see Important Note and Late Payment Charges below) and non-payment will result in the termination of the contract with immediate effect unless an individual agreement has been arranged.

### **Non Attendance or Cancellation**

There will be no refunds (full or part) for non-attendance of chargeable sessions.

Fees for additional sessions are chargeable for a full term and cancellation of the agreement will result in a cancellation charge for the remainder of fees due up to the end of the term. The cancellation charge may be waived or reduced at the discretion of the Headteacher basing individual requests on their own merit. All requests for waiving/reduction of cancellation fee must be put in writing to the Headteacher.

Note: late payments may incur additional charges (see Important Note and Late Payment Charges below)

### **School Meals**

A charge of **£2.75** will cover school dinner where required (packed lunches may be provided by parents if preferred).

Charges are review annually.

### **Free School Meals**

For information on Free School Meals where applicable please see the School Office.

### **Important Note:**

Any sums payable by parents for optional extras such as unpaid nursery fees, extended school provision etc to which they have agreed in writing, or for board and lodging shall be recoverable as a civil debt and may also be subject to late payment charges.

### **Late Payment Charges:**

A charge of **£5** may be made to cover associated additional administration costs.

---

<sup>i</sup> Lunchtime sessions in Nursery are currently Free of Charge to encourage parents to place their children in the Barwic Parade Community Primary School. Barwic Parade Community Primary School retain the right to introduce a charge of £3.50 for the lunchtime session if needed