

# Bellfield Primary School

# Charging and Remissions Policy



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**Ratified by the Trsut Board:**

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**Introduction**

1. The school charging policy follows Sections 449 – 462 of the Education Act 1996 (herein known as the Act), which sets out the law on charging for school activities in schools in England. More detailed guidance can be found within the publication *A Guide to the Law for School Governors.*

The governing body may not charge for anything unless they have approved a statement of general policy on charging, and a remission policy, and these are covered in this policy. The charging policy covers activities that may or may not be charged for when activities take place either during or outside school hours, including residential activities. The policy also covers voluntary contributions, and details the charges for school uniform and music tuition. The remissions policy sets out those circumstances in which charges will be remitted in whole or in part, and this is covered, if applicable, under the category of change.

**Principles of Charging**

1. Education wholly or mainly during school hours

Where education is provided wholly, or mainly, during school hours it must be provided free (Section 106 of the Act). This includes materials, equipment and transport provided in school hours to carry pupils between the school and an activity. “School hours” are those when the school is actually in session and do not include the break in the middle of the school day. Equipment does not include school uniform, which parents are required to provide.

Materials required which would result in a finished product, may be charged for as long as parents have been asked in advance if they wish to own that finished product.

We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition and additional hours as part of non-statutory nursery provision.

1. Education outside of school hours

Parents can be charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school’s basic curriculum for religious education. The Act describes activities that can be charged for as “optional extras”. It is up to the trust to decide whether to make a charge to parents for these activities, and to decide if the delegated school budget should be used to subsidise an activity, in whole or in part.

**Voluntary Contributions**

1. When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute towards the cost of the trip. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from any others.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit. Parents have a right to know how each trip is funded, which can be provided on request.

The following is a list of activities organised by the school, which require voluntary contributions from parents. These are known as ‘optional extras’. This list is not exhaustive.

* Visits to museums / galleries
* Sporting activities which require transport expenses
* Outdoor adventure activities
* Visits to the theatre
* Musical events
* In-house experiences

**School Activities during the school day that may incur a charge**

1. The school provide a small number of school trips that take place during the school day for enrichment purposes that are not essential to the curriculum and these fall outside the scope of voluntary contributions. Students are offered the opportunity to take part in these trips subject to a charge to cover the cost of the activity, and some trips provide a rebate of part or all of the cost subject to students’ attendance and behaviour.

The school may provide all students with the opportunity to take part in an annual school trip, and the trip varies for different year groups. Students with good attendance and good behaviour receive a rebate on the cost of the trip, whilst all other students are required to pay for a trip in order to take part. Students not taking part in the trip remain in school.

1. **Residential visits**

If the school organises a residential visit in school time or mainly school time, which is to provide education directly linked to the National Curriculum, there are not charges for the education or travel expenses. However we do make a charge to cover the costs of board and lodging. Parents who can prove they are in receipt of certain benefits will be exempt from paying the cost of board and lodging:

* Universal credit in prescribed circumstances
* Income support
* Income based jobseekers allowance
* Support under part VI of the Immigration and Asylum Act 1999
* Child Tax Credit (providing Working Tax Credit is not also received and the family income (as assessed by HMRC) does not exceed the sum given in the HMRC rules
* The guarantee element of State Pension Credit
* An income related employment and support allowance that was introduced on 27 October 2008.

**Breakfast Club**

1. Some of our schools charge for attending the breakfast club – this differs from school to school. This is to cover the cost of supervising the club and providing breakfast which is not met by the Local Authority. Children in receipt of Pupil Premium may be exempt from payment. At Bellfield, we charge £1 per session (children entitled to FSM do not pay).

**Music Instrument Tuition**

1. The Charges for Music Tuition (England) Regulations 2006 permit charges to be levied in schools during school hours for tuition in singing or in playing a musical instrument for an individual pupil or group of two of more if it is requested by the pupil’s parents. A charge is not permitted with respect to children who are looked after by a local authority. Nor is a charge permitted where such tuition is part of the National Curriculum or if it is provided to pupils in Key Stage 2 under the DCSF policy *Instrumental and Vocal Tuition.*
2. The school will charge for teaching an individual student or groups of up to four to play a musical instrument, if the teaching is not an essential part of the National Curriculum or a public examination syllabus being followed by the student. Charges for music tuition can be paid annually in advance or each term, and should payment not be received, the tuition will cease. Parents are sent a letter which clearly explains the charging arrangements.
3. The annual charges may be up to £50 per term per instrument. There is no annual charge for music tuition for children in receipt of free school meals. The price set for music tuition is set by each individual school as is the notice period required to cancel lessons.

**Swimming**

1. Our primary schools organise swimming for children. These take place in school time and are part of the National Curriculum. We make no charge for this activity. We inform parents when these lessons are to take place, and we ask parents for written permission for their child to take part in swimming lessons.

**Optional Extras**

1. Education outside school hours which does not fall into any of the “no charge” categories may be charged for. These are defined in s109 as optional extras, and parents must agree to their child participating and be willing to meet any charge, and typical examples are ski trip, or a foreign exchange visit. Any charge cannot exceed the cost of the provision for each pupil, and this cost will include transport, board and lodgings, materials and equipment, and the appropriate proportion of teaching and non-teaching costs for staff required to provide the activity. Staff costs for supervising optional extra activities will be covered by a simple letter or email confirming the agreement of the member of staff to take part in the activity, in return for board and lodgings and free travel.
2. Individual schools offer after-school clubs and additional coaching in sports, which take place after the school day. Schools may charge for these extras.

**Hire of School Premises & Facilities**

1. Certain schools within our Trust have premises and facilities they hire out on an hourly basis. The charges are set by each individual school/

**Transport to Work Experience**

1. Parents will be expected to provide and pay for transport for work experience, unless a student has a statement of special educational needs that refers specifically to the provision of transport. Transport provided by the school to take part in work experience will be provided free.

**Activities not run by the School**

1. When a non-school organisation arranges an activity during school hours, the organisation may charge parents. Parents must ask the school to agree for their child(ren) being absent as they would in the case of a family holiday.

**Public Examinations**

1. No charge will be made for entering students for public examinations for which they have been prepared by the school. The school will charge an examination entry fee if an examination is not on the set list, or the pupil was not prepared for the set list examination at the school, or a student fails without good reason to complete the requirements of a public examination.

No charge will be made for preparing a student for an examination, unless the tuition takes place outside school hours for an examination that is not set out in regulations.

**Breakages and Fines**

1. No charge will normally be made for broken windows, damage to school property or lost library books, but parents will be asked to pay for them if they result from pupil’s misbehaviour.

**Recovery of Charges**

1. Any sums payable by parents for wasted examination fees, or charges for optional extras, for which they agreed to pay, or for board and lodging, are recoverable as a civil debt, should the decision be made to pursue the outstanding debt.

**Staff Telephone Calls**

1. Most will not be charged as most calls made in school times are regarding school matters, and most staff now use mobile phones for personal calls. Bills will continue to be monitored to ensure there is no extraordinary use of the school system. The school policy is not to allow private telephone calls.

**Photocopying Charges for Staff**

1. The school reserve the right to charge staff for the cost of private photocopying and staff must contact reprographics to arrange payment for any significant amount of private photocopying. Personal documents can be scanned and emailed to the staff member’s email address where they can be printed off at home, at no cost to the school.

**Nursey Provision**

1. From September 2017, the primary schools can offer 15-hours of free provision to every child in Nursery, and 30-hours of free provision for those eligible and in receipt of an approved ‘code’ (up to a maximum of 5 places, which is reviewed on a termly basis). These hours do not include lunchtime provision, which will be classed as childcare and charged at £3.50/hour.

**School Uniform Charges**

1. Students are required to wear school uniform, however not all our schools sell uniform directly to parents and students. Please contact your school for further details.

**Remissions**

1. In order to remove financial barriers from disadvantaged pupils, the Headteacher, and / or governing body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances. In these instances, 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 circumstances in which charges will be waived.

Additional categories of parents may claim help with some costs in some circumstances, which will be decided by the governing body taking into account as to whether additional help is justified.

**School Lunches**

1. From September 2017, the cost of a hot school lunch will be free for children in Reception and Key Stage 1, and 50p for children in Key Stage 2. This is in line with statutory guidance (Key Stage 1) and other Hull Primary Schools. Children eligible for Free School Meals will be exempt from any charge.
2. Staff lunches are charged at the rate it costs the school to pay for catering. Staff may be entitled to a free school meal at some schools when staying in the dining hall and eating with the children – this is at each school’s discretion.