



Deanery C.E. Primary School
Academy Status

Charging and Remissions Policy

September 2020

CHARGING AND REMISSIONS POLICY

1. Introduction

The Governors of the Deanery Church of England Primary School are required to prepare and keep under review a charging and remissions policy based on advice from the Department for Education (DfE) on charging for school activities and The Education Act 1996, sections 449-462 of which set out the law on charging for school activities in England. We are required to comply with this Act through our funding agreement.

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents.

2. Education During School Hours

The DfE guidance to school governing bodies states that **“education provided during school hours must be free. The definition of “education” includes books, materials, equipment and instruments.”** It goes on to advise that **“although schools cannot charge for school time activities, they still invite parents and others to make voluntary contributions (in cash or in kind) for optional extras and music and vocal tuition in limited circumstances”**

When additional costs are incurred by the Deanery to enhance the curriculum opportunities for the pupils, parents may be requested to make voluntary contributions. However, no pupil will be left out of an activity because his or her parents cannot or will not make a contribution of any kind.

Such activities which may incur additional cost are:-

- Educational visits off site
- Visits to school by professionals e.g. Authors, storytellers, musicians, dancers, artists etc.
- Music tuition
- Certain early years provision
- Any materials, books, instruments or equipment where the child’s parent wishes him or her to own them
- Community facilities
- Optional extras

3. Optional Extras

The DfE guidance to school governing bodies states that **“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: part of the national curriculum; part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education
- Transport (other than transport that is required to take the pupil to school or to other premises for the pupil to be provided with education)
- Board or lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as before and after school clubs and early years extended day provision)
- School meals

The Governing Body will support the Head Teacher in agreeing to make charges made for such “optional extra” activities which will be set by members of staff, in agreement with the Head Teacher to cover the actual cost of the activity.

4. Residential Activity

The DfE guidance to school governing bodies states that **“Schools can charge for board, lodging and activities and the charge must not exceed the actual cost. Parents of pupils who can prove they are receiving certain benefits may be exempt from this cost. The Head Teacher will tell all parents of the right to claim free activities if they are in receipt of these benefits. Schools cannot charge for education provided on any visit that takes place during school hours”.**

5. Remissions

Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

- 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit - if you apply on or after 1 April 2018 your household income must be less than £7,400 a year (after tax and not including any benefits you get)

Parents who believe that they may qualify for this remission must apply to the Head teacher. Complete confidence will be observed in all such matters

6. Voluntary Contributions

Parents may be invited to make voluntary contributions to fund activities during school hours which would not otherwise be possible. Some activities for which parents may be asked for voluntary contributions include the following:

- Activities within a curriculum area
- Support education trips and visits
- Associated travel costs
- Sports activities
- Cooking activities
- School Fund

The terms of any request made to parents will specify that the request for a voluntary contribution and in no way represents a charge, in addition the following will be made clear to parents:

- that the contribution is genuinely voluntary and a parent is under no obligation to pay; and
- that registered students at the school will not be treated differently according to whether or not their parents have made any contribution in response to the request.
- If insufficient voluntary contributions are received the school reserves the right to cancel the event.

The responsibility for determining the level of voluntary contribution is delegated to the Faculty Leaders/Leadership team within the school.

Voluntary contributions will be used to:

- Enhance and support learning activities within a faculty
- Support educational visits
- Support travel costs

7. **Informing Parents**

The Deanery C E Primary School will follow the DfE Guidelines to inform parents and a summary of this will be included in the school prospectus.

A letter will be sent to parents giving them information about any proposed visit/activity which includes:-

- Details of the visit/activity
- Dates and times
- Expected dress code
- Proposed voluntary contribution (if applicable)
- Return slip to include a parental signature agreeing to the child taking part, contact and medical details (as appropriate)

Any charge that is made for each pupil will not exceed the actual cost.

8. **Refunds**

Refunds cannot be guaranteed as they may not always be possible. The school may incur costs in advance of the activity and these will therefore be non-refundable e.g. travel costs / staffing costs / food costs etc.

Refunds for trips where a child was unable to attend due to absence will be considered on an individual basis

9. **Photocopying and Private Fees**

A subject access request where an individual requests copies of their personal data under the General Data Protection Regulation will not incur a cost. However where the request is manifestly unfounded or excessive a “reasonable fee” for the administrative costs of complying with the request will be charged. This fee will be based on the time taken to complete the request.

If an individual requests further copies of their data following the original request a fee will be charged for the administrative costs of providing further copies.

This policy will be brought to the attention of all the Deanery C.E Primary School employees and will be subject to review annually.

Policy prepared by Nikki Allison September 2020

Policy reviewed by Finance and Operations Committee November 2020

Agreed and accepted by Governing Body September 2020

Signed _____ *J. R. Bradbury* _____

Dated _____ 23.9.20