

# Charging and Remissions Policy



	Name	Date
<b>Prepared by:</b>	Dominic Smart & Amanda MacMurdie	May 2022
<b>Approved by:</b>	Governing Body	8 <sup>th</sup> June 2022
<b>Version number</b>	4	<b>Date of next review:</b> <del>Dec</del> June 2024

**Associated Policies:**

- Lettings Policy
- Debt Collection Policy

# De Bohun Primary School & Children's Centre

## 1. Aim

De Bohun aims to deliver a balanced and carefully planned curriculum, which addresses the needs of our children. Although education provided during school hours must be free, it is recognised that certain educational activities require financial contributions from parents. Without this valuable support our school would find it difficult to provide these additional opportunities to enhance our children's education.

De Bohun 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 and will not be made; and
- Offer a range of activities and visits while minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities.

## 2. Legislation and Guidance

This Charging and Remissions Policy informs staff and parents about charging for School activities. It is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England.

It is also based on guidance from the DfE on statutory policies for schools and academy trusts.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities.
- **Remission:** the cancellation of a charge which would normally be payable.

## 4. Roles and Responsibilities

### **A. The Governing Body**

The Governing Body has overall responsibility for approving the Charging and Remissions Policy, but can delegate this to a committee, an individual governor or the Head teacher.

The Governing Body also has overall responsibility for monitoring the implementation of this policy.

**The Governing Body delegates the day-to-day responsibility of the Charging and Remissions Policy to the Head teacher.**

### **B. The Head teacher**

The Head teacher is responsible for ensuring that staff are familiar with the Charging and Remissions Policy, and that it is being applied consistently.

### **C. Staff**

Staff are responsible for implementing the Charging and Remissions Policy consistently.

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Staff are also responsible for notifying the Head teacher of any specific circumstances that they are unsure about or where they are not certain if the policy applies.

The School will provide staff with appropriate training in relation to this policy and its implementation.

## D. Parents

Parents are expected to notify staff or the Head teacher of any concerns or queries regarding the Charging and Remissions Policy.

## 5. Where charges cannot be made

De Bohun Primary School **cannot** charge for:

### A. Education

- i. Admission applications
- ii. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- iii. Education provided outside school hours if it is part of:
  - a. The National Curriculum
  - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the School
  - c. Religious education
- iv. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- v. Entry for a prescribed public examination if the pupil has been prepared for it at the School
- vi. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School

### B. Transport

- i. Transporting registered pupils to or from the school premises, where the Local Authority has a statutory obligation to provide transport
- ii. Transporting registered pupils to other premises where the Governing Body or the Local Authority has arranged for pupils to be educated
- iii. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the School
- iv. Transport provided in connection with an educational visit

### C. Residential visits

- i. Education provided on any visit that takes place during school hours
- ii. Education provided on any visit that takes place outside school hours if it is part of:
  - a. The National Curriculum
  - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - c. Religious education
- iii. Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

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## 6. Where charges can be made

De Bohun Primary School can charge for:

### **A. Education**

- i. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- ii. Optional extras (see Section 6.B below)
- iii. Music and vocal tuition, in limited circumstances (see Section 6.C below)
- iv. Certain early years provision
- v. Community facilities
- vi. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the School and the pupil fails, without good reason, to meet any examination requirement for a syllabus

For the avoidance of doubt, charges to parents will not exceed the total cost to the School.

### **B. Optional extras**

The School is able to charge for activities known as "optional extras". In these cases, the School can charge for providing materials, books, instruments or equipment. The following are optional extras:

- i. Education provided outside of school time that is not part of:
  - a. The National Curriculum
  - b. A syllabus for a prescribed public examination that the pupil is being prepared for at the School
  - c. Religious education
- ii. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the School
- iii. Transport (other than transport that is required to take the pupil to school or to other premises where the Local Authority or the Governing Body has arranged for the pupil to be provided with education)
- iv. Board and lodging for a pupil on a residential visit
- v. Extended day services offered to pupils (such as Breakfast Club, After School Project, After School Clubs, tea and/or supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- vi. Any materials, books, instruments or equipment provided in connection with the optional extra
- vii. The cost of buildings and accommodation
- viii. Non-teaching staff
- ix. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- x. 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.

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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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### C. Music tuition

The School can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- i. If the teaching is an essential part of the National Curriculum
- ii. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- iii. For a pupil who is looked after by a local authority

### D. Residential visits

The School can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 7. Voluntary contributions

As an exception to the requirements set out at Section 5 of this policy, the School is able to ask for voluntary contributions from parents to fund specialist curricular activities which would not otherwise be possible. The invitation to make voluntary contributions shall be set out in writing.

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

- i. School trips
- ii. Sports activities

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay (nor will parents who do not contribute be treated differently from those who do).**

If the School is unable to raise enough funds for an activity or visit, then it will be cancelled. If a particular activity cannot take place without sufficient financial help from parents, then this will be made clear in the information sent to them. All financial contributions will be refunded should an activity subsequently be cancelled.

Parents will also be asked to make a contribution towards replacing damaged or lost school property where such damage or loss has been caused wilfully or negligently by their children.

Parents have a right to know how each specialist curricular activity falling within the scope of this

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Section 7 is funded. The School will provide this information on written request.

## **8. Activities the School charges for**

The School will charge for the following activities:

### **A. Early Years After School Project**

- Bookings can be made via the school office or email them at [office@debohun.enfield.sch.uk](mailto:office@debohun.enfield.sch.uk)
- Cost: £10.00 per child per session

### • Early years Breakfast Club

- Bookings can be made via the school office or email them at [office@debohun.enfield.sch.uk](mailto:office@debohun.enfield.sch.uk)
- Cost: £5.00 per child, per session.

### • After School Clubs

- Payment for After School Clubs is made directly to the provider.
- Please see <https://sport4kids.biz/book-a-club/>

## **9. Payments**

The School does not take any cash payments (unless in exceptional circumstances). All payments are made via Parent Pay: (<https://www.parentpay.com>). Please contact our Finance Manager([finance@debohun.enfield.sch.uk](mailto:finance@debohun.enfield.sch.uk)) for more information.

Payment for activities is taken a day in arrears. In reference to the Debt Collection Policy, it is requested that parents avoid going into arrears on their Parent Pay account. For example, if a child is booked into After School Club on Friday, payment for this will be taken on the preceding Thursday.

## **10. Remissions**

In some circumstances, the School may not charge for items or activities set out in Sections 6 and [8] of this policy. This will be at the discretion of the Governing Body and will depend on the activity in question.

### **A. Remissions for residential visits**

Parents who can prove that they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging for residential visits:

- i. Income Support
- ii. Income-based Jobseeker's Allowance
- iii. Income-related Employment and Support Allowance
- iv. Support under Part VI of the Immigration and Asylum Act 1999
- v. The guaranteed element of Pension Credit
- vi. Child Tax Credit – provided that the parent(s) is/are not also entitled to Working Tax Credit and has/have an annual gross income of no more than £16,190
- vii. Working Tax Credit run-on – paid for 4 weeks after the individual in question stops

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- qualifying for Working Tax Credit
- viii. Universal Credit – if the individual in question applied on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits received)

Further, the Head teacher reserves the right to make adjustments to charges based on individual circumstances and for those families in receipt of Pupil Premium funding.

### **10. Monitoring**

The School's Finance Manager monitors charges and remissions, and ensures that these comply with this policy.

This policy will be reviewed by the Governing Body / Resources Committee every two years. The Governing Body / Resources Committee shall also review the Lettings Policy, including any lettings charges levied by the School.

As part of every review, the policy will be approved by the Governing Body / Resources Committee.