



## New Mills Primary School

# Charging & Remission Policy

Date Created	Committee	Changes	Date Approved	Min No.
Nov 2017	Finance		Nov 2017	
06/12/2018	Finance	No changes – cover sheet added	06/12/2018	F18/38
19.09.2019	Finance	New clearer policy based on school bus template	19.09.2019	F19/47
2/12/19	Finance	Staff charges and banking paragraphs added.	5/12/19	F19/57

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## Statement of intent

New Mills Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions for trips & activities in school.

## **1. Legal framework**

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'

## **2. Charging for education**

2.1. We will not charge parents for:

- Education provided during school hours.
- 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, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

2.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Use of community facilities

## **3. Optional extras**

3.1. We may charge parents for the following optional extras:

- 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.
  - Religious education.
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board, lodging and tutor led activities for a pupil on a residential visit
- Extended day services offered to pupils

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- The cost of buildings and accommodation

- The employment of non-teaching staff
  - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 3.4. 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.

#### **4. Voluntary contributions**

- 4.1. We may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 4.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 4.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

#### **5. Music tuition**

- 5.1. 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.
- 5.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## **6. Transport**

6.1. We will not charge for:

- Transporting pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.

## **7. Residential visits**

7.1. We will not charge 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, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

7.2. We charge for board, lodging & tutor led activities – but the charge will not exceed the actual cost.

7.3. Parents who are experiencing financial hardship must contact the school who will endeavour to assist with a payment plan/additional support as appropriate to ensure that no one is excluded.

## **8. Miscellaneous Charges (Other than those for pupils)**

### **a) Charges for Lettings**

The Governing Body will follow directions from the LA regarding the use of school premises. Charges and arrangements are set out in the Lettings Policy. The charges may be waived at the discretion of the Head Teacher if the letting promotes good relations with community groups.

### **b) Charges for Photocopying**

Staff and others may use the school photocopier for personal use at a cost of 5p per A4 b/w copy and 10p per A4 colour copy.

### **d) Charges for Ring Binding**

Staff and others may use the ring binder for personal use at a cost of 10p per binder.

### **e) Private Telephone Calls**

Staff and others using the school telephone for personal use may do so at the normal call costs as per our current telephone contract.

## **9. Collecting and Banking Sums Collected**

- a) The school will maintain records of all income collected. These will be individual amounts in the case of trips etc, and total amounts for small items such as stationery.
  
- b) All income will be kept safe against loss or theft and will be paid promptly into the appropriate bank account. (See Financial Regulations/Roles and Responsibilities Document).
  
- c) All income received through Parent Pay for trips/after school clubs will be maintained on the school record on a daily basis.