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West London Primary

CHARGING AND REMISSIONS POLICY

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1. Aims

Our school 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 be made

2. Legislation and guidance

This policy is 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. Academies are required to comply with this Act through their funding agreements.

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

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the headteacher. The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 The headteacher

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out **what the school cannot charge for**:

5.1 Education

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

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated.
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school.
- Transport provided in connection with an educational visit which is part of the national curriculum.

5.3 Residential visits

- 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
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school

    - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

6. Where charges <u>can be made</u>

Below we set out **what the school can charge for**.

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities
- School meals

6.2 Optional extras

We are 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:

- Education provided outside of school time that is not part of:
    - The national curriculum
    - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
    - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Trips which are not part of the national curriculum and are optional for pupils to attend.
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When 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
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- 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.

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.

6.3 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:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition program
- For a pupil who is looked after by a local authority

6.4 Residential visits

We are able to charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

Parents in receipt of certain benefits will be exempt from paying the cost of board and lodging for residential visits. The list of benefits can be found in the attached link:

https://www.gov.uk/apply-free-school-meals

6.5 Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours, which would not otherwise be possible.

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

- School trips
- Sporting activities
- Experts working with children

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.

If the school is unable to raise enough funds for an activity or visit, then it may be cancelled.

6.6 Activities this school may charge for

The school may charge for the following activities:

- Clubs outside of school hours e.g. before and after-school clubs
- Nursery Fees additional 15 hours
- Other activities which the school charges for will be notified to parents well in advance.
- Residential Trips

6.7 Property

Charging for breakages / damage: The DfE guidance permits schools to charge parents for the cost of repairing or replacing property where damage or loss results from a pupil's misbehavior or negligence.

6.7 Late Collections and Late Payment Fees

Parents/carers are required to pay for all extended day services in advance of their child attending. This ensures that the school does not subsidise unpaid fees from its main education budget, consistent with standard debt-management expectations for chargeable school services.
Late or overdue payments may incur an additional late payment fee, as the school is required to recover the full cost of providing these optional services. Parents and carers are expected to keep their accounts up to date to ensure continued access to extended day provision.

The school reserves the right to charge a late collection fee when a child is collected after the end of the school day or after their booked extended day session. Late collection requires staff to provide unplanned childcare and supervision beyond the agreed times, and therefore a charge may be applied to cover the additional staffing and operational costs. In line with DfE guidance on optional extras and extended

childcare provision, the school may apply late collection charges whenever unagreed childcare is required.

7. Remissions

In some circumstances the school may choose not to charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

Parents requesting financial assistance with charges and/or remissions are advised to contact the school's Home School Liaison Officer in the first instance.

8. Support for Low-Income Families / Pupil Premium Support

We are committed to ensuring that all pupils have equal access to the full range of opportunities offered by our school. To support families on low incomes, we provide a number of activities and resources free of charge. These include access to school-led after-school clubs at no cost, support with essential school uniform, and free places on residential trips. While a voluntary contribution may be requested for residential visits, no pupil will be disadvantaged if their family is unable to contribute.

These forms of support are available only where parents or carers have completed the local authority Pupil Premium application form, and the child is confirmed as eligible.

9. Monitoring

The Executive Business Manager monitors charges and remissions and ensures that these comply with this policy.

This policy will be reviewed by the Executive Business Manager, every 24 months. At every review, the policy will be approved by governing body and the headteacher.