

# WESTGATE PRIMARY SCHOOL



## CHARGING AND REMISSIONS POLICY

### **Aim:**

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. It is to be read in conjunction with the latest DfE and Leeds guidance on charging for schools.

### **Responsibilities:**

The Governing Body of the school is responsible for determining the content of this policy and the Headteacher for implementation. Any determination with respect to individual parents will be considered jointly by the Headteacher and Governing Body.

### **Charges that cannot be made:**

The Governing Body of the School recognises that legislation prohibits charges for the following:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination resits if the pupil is being prepared for the resit at the school.
- Education provided on any trip that takes place during school hours.
- Education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or 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 those teachers who are absent from school accompanying pupils on a residential trip.
- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport.
- Transporting registered pupils to other premises where the governing body or local education 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 trip.

## **Charges may be made for:**

- Board and lodging on residential visits (not to exceed the costs)
- The proportionate costs for an individual child for activities wholly or mainly outside school hours ('optional extras') to meet the costs of travel, materials and equipment, non-teaching staff costs, entrance fees and insurance costs
- Vocal and musical instrument tuition (except in the case of children looked after by the local authority).
- Any other education or transport fee unless charges are specifically prohibited
- Additional Nursery hours over and above the child's free entitlement (15 or 30 hours, depending upon eligibility). A separate policy covers this in more detail.
- Breakages and replacements as a result of damages caused wilfully or negligently by pupils, including library books
- Extra-curricular activities and school clubs
- Any extended school activity, such as WOOSH
- Damage/ vandalism/ loss to and of school property

## **Voluntary Contributions:**

The restrictions on charging for school activities, some of which are detailed above, do not prohibit or restrict schools from seeking voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non-residential.

Contributions must be genuinely voluntary and the terms of any request inviting parents to make a contribution must make it clear that there is no obligation to contribute and that pupils 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 the activity cannot be funded without voluntary contribution, the governing body or headteacher must make this clear to parents at the outset. An initial letter should explain the nature of the proposed activity and its likely educational value. It should then indicate the contribution per pupil which is required for the activity to take place. It should emphasise that there is no obligation to contribute and that no pupil will be omitted from the activity because his or her parents are unwilling or unable to contribute, but it should be made equally clear that the activity will not take place if parents are reluctant to support it.

There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. A request for a contribution towards the cost of a particular activity could, for example, include the cost of subsidising pupils from low income families, or the cost of travel for accompanying teachers. Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and the rest could be met from the proceeds of general fund-raising events held in recent months. As a matter of good practice schools should outline in their charging policy how any excess contributions will be used.

## **How Charges and Voluntary Contributions are Calculated:**

Charges and suggested contributions are calculated by finding the total cost of a given activity, not including staffing, and dividing it by the number of pupils expected to take part. For example, for an activity happening in school, this would be the cost of the provider plus any additional materials needed to be provided specially for the activity. For an activity happening off site, this would also

include the cost of any transport. Provision for possible non-payment by individual pupils will not be built into the calculation.

School usually rounds down the cost per pupil to make it a sensible amount: for example, a charge of £7.50 as opposed to £7.68 per pupil. The shortfall is then made up by School Fund.

From September 2019, a small additional charge is also included, to cover the cost of processing online payments through the school system, SIMS Agora. This may vary from item to item but will not exceed 2% of the cost before the charge is applied.

### **Remission:**

Families who are in receipt of the following benefits will also be entitled to the remission of charges for board and lodging costs during residential school trips:

- 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)
- Income Support
- Income-based Jobseekers Allowance
- Support under Part 6 of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by HMRC) does not exceed £16190 (for 2013- 2014)
- Guaranteed element of State Pension Credit
- An income related employment and support allowance (this benefit was introduced on 27 October 2008)

In addition, parents facing financial hardship may agree a reduced charge or voluntary contribution for school residential. This should be agreed in advance and will be confirmed in writing prior to the residential in question.

Where possible, school will seek external funding to off-set these reductions: for example through YHA Breaks for Kids in respect of the Y5 residential to Whitby.

### **Refunds**

If a child does not travel on any trip for any reason, the family or carer will be reimbursed upon request, provided the school can reclaim the money from the provider or insurance company. This would apply for illness, personal reasons agreed with the head teacher or exclusion due to behaviour. Cases will be considered on an individual basis.

**This policy is to be reviewed as part of a 3 year cycle.**

Signed : Designation: Head Teacher

Signed: (Chair of Governors/ sub-committee)

Date: 21/01/2019

**See also:  
Nursery Charges Policy**