



Doddiscombsleigh
Primary School



Charging and Remissions Policy

This policy reflects the school's commitment to being a
Rights Respecting School.

Adopted at FGB 10 December 2019

Charging and Remissions Policy

This Policy describes the circumstances when the parents of children at this school will be asked to pay for school activities, when they will be asked to make a [voluntary contribution](#) to costs and when they will not be asked to pay or contribute.

It also describes [Remission](#); when costs will be waived for children from low income households.

Introduction

The purpose of the Policy is to ensure that there is clarity over those items which the school will provide free of charge and for those items where there may be charge.

The Policy has been informed by the Department for Education Guidance "[Charging For School Activities](#)" which was last updated in May 2018.

Responsibilities

The Head of School will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually to ensure that it meets with current guidance from the Department for Education.

Policy Statement

All activities that are a part of the National Curriculum¹ for compulsory school age children,² necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at school, or part of religious education will be provided free of charge. This includes any materials, equipment, and transport to take pupils between the school and the activity.

A charge will normally be made unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s) at school.

Voluntary Contributions

Whilst there is no obligation to make any contribution parents will be asked to make a voluntary contribution towards costs for activities during the school day³ which entail

¹ The national curriculum is a set of subjects and standards used by primary and secondary schools so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject. Academies don't have to follow the national curriculum but must teach a broad and balanced curriculum including English, maths, and science. They must also teach religious education. This school is an academy. We will consider our curriculum to be the national curriculum for this purpose.

² Children reach compulsory school age on the prescribed day following their 5th birthday (or on their fifth birthday if it falls on a prescribed day). They must be in full time education by the beginning of the term following this. The prescribed days are 31 August, 31 December and 31 March. Children who are of compulsory school age do not have to be in school – they may be Home Educated.

³ Under [The Education \(School Day and School Year\) \(England\) Regulations 1999](#), the school day is split into two half-day sessions, whatever time it starts and finishes. A school half day is any

additional costs (for example school trips). If the activity cannot be funded without voluntary contributions, it will be made clear when parents are initially informed about the planned activity that this is the case. No pupil will be prevented from participating because his/her parents are unable or unwilling to make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities or trips.

From time to time, a non-school based organisation may be invited in to school, such as a theatre company to arrange an activity or performance during the school day. Such organisations may wish to charge and in these circumstances the school may ask for a voluntary contribution from parents.

Optional activities outside of the school day

A charge will be made for optional, extra activities provided outside of the school day. Such activities are 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. Examples are sports activities, theatre visits and extended day services such as the before and after school clubs. Charges will be based on the cost incurred less any specific funding received, and before and after school clubs which will be charged at a commercial rate.

Education partly during school hours

A charge will only be made for the activity outside school hours if it is not part of the National Curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

A) Non-Residential

Where less than 50% of the time spent on activity falls during school hours, it is deemed to have taken place outside school hours.

B) Residential

If the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening).

Transport

There will be no charge made for transport costs to and from activities.

Music Tuition

Charges may be made for teaching either an individual pupil or groups of any appropriate

length of time up to 12 hours when the school meets, ending at noon or midnight that day. At this school, the session times are:

Morning from 9am to 12.30pm

Afternoon from 1.25pm to 3.30pm

size to play a musical instrument or to sing. Charges may only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme).⁴

Residential Trips

There will be **no 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, 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; and
 - supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

The school **will charge** for:

Board and lodging (the charge will not exceed the actual costs).

Remission

When parents are informed about a forthcoming visit, it will be made clear that parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board and lodging:

- 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)

(The criteria that entitle families to an exemption from paying for the cost of board & lodging has been aligned with free school meals criteria.)

The Governors have agreed that children who are not covered by the Remission Policy above may be subsidised in accordance with need, as identified by the Head of School, so that no child is discriminated against. All applications for support/special consideration should be made direct to the Head of School.

⁴ For further information, see www.education.gov.uk/publications/eOrderingDownload/0184-2006PDF-EN-01.pdf

Calculating Charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who are unable to or do not wish to pay.

Policy version:

This policy was determined by the Governing Board on 10th December 2019. It will be reviewed and determined annually.

Contacts for Further Information

School contact information

The Department for Education (DfE)

0870 000 2288 www.education.gov.uk

The Education Funding Agency (EFA) - Bristol

0370 000 2288 www.education.gov.uk/b00199952/educationfundingagency