



Kingsbury Green Primary
School

School Charging and Remissions Policy

November 2018-to be
ratified Governors Dec18

School Charging and Remissions Policy in respect of School Activities

Introduction

Section 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

This charging and remissions policy for Kingsbury Green Primary school has been reviewed in conjunction with the updated October 2014 DfE departmental advice for charging for school activities.

Charging Policy

Activities without charge

There will be no charge for the following activities

- Education provided during school hours (including the supply of any materials, books, instruments and 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;
- There will also be no charge where Instrumental and vocal music tuition is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (see further details for music tuition where charges may be applied – see paragraph (a) under the chargeable activities section in this document)
- Instrumental and vocal tuition for children in care

For Transport facilities – schools cannot charge for;

- 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 authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- Transport provided in connection with an educational visit (though a voluntary contribution could be requested – see paragraph (b) optional extras – under the chargeable activities section in this document)

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents/carers at the outset, although there is no obligation to make any contribution.

Pupils will not be excluded from an activity simply because their parents/carers are unwilling or unable to pay. It must be outlined that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the school has no option but to cancel the visit/activity.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

Chargeable Activities

a) Music Tuition

- The charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. These regulations also allow for charging for tuition in larger groups than was previously the case.
- Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent/carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

b) Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are defined as;

(a) Education provided outside of the 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; or
- Part of religious education

(b) Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;

(c) transport (other than transport that is required to take the pupil to school or to other premises where the local authority/ governing body have arranged for the pupil to be provided with education);

(d) board and lodging for a pupil on a residential visit;

(e) extended day services offered to pupils (for example breakfast club, after school club, and supervised homework sessions). The school currently operates a breakfast club and after school clubs, for which charges are made. The current charges for breakfast club is £3 per session and the after school club is £50 per week (£10 per individual session for non-full time placements). These charges are paid in advance, with no refunds for any unused days. For 30hrs Nursery children, breakfast club is charged at £1.50 per session.

Any child not collected at the end of the school day by 3.25 pm (where they are not attending an extra-curricular activity) will be placed in the after school club and the daily rate of £10 will be charged for that day

The school also has after school clubs for extra- curricular activities (Enrichment Clubs)– the charges will be notified to parents in advance of the commencement of the clubs. The costs (from

September 2017) are currently £3 per session (excluding roller skating club) and for the Pupil Premium Grant Pupils (PPG) there will be no charge for one pre chosen extra-curricular activity. As these clubs get fully booked up at the start of each term, a waiting list will be applied for any unsuccessful applicants.

The school also arranges external curriculum visits/trips and in house workshops, and any voluntary contributions required for these activities to enhance the pupils learning and development will be notified to parents at the relevant time during the year (see further details under the voluntary contributions section of this policy)

When calculating the cost of the optional extras being charged by the school, the following costs may be included in the calculation

- 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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

The school can charge for board and lodging costs for a residential visit, but the charge must not exceed the actual cost of the visit. Parents/carers who can prove they are in receipt of the following benefits will not pay the cost of board and lodging;

- Income support (IS);
- Universal Credit
- Income based jobseekers allowance (IBJSA);
- Income related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999;
- Child tax credit, provided they are not entitled to Working Tax Credit and have an annual income of £16,190 or less
- The guarantee element of State Pension Credit;

Remissions Policy

Where the school has agreed to implement charges for the activities listed under optional extras, for those children in receipt of pupil premium grant funding (PPG) the school may agree to waive on a case by case basis, contributions and costs.

Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Freedom of Information/Publication Scheme

- Please note, Kingsbury Green staff are not obliged or permitted to sign passport applications or any other documentation in regard to residents permits, citizenship or leave to remain
- We endeavour to publish as much information as possible on our website- this is free to download
- Printing any policy at school will incur a charge – this is currently 1p per sheet for Black or white or 5p per sheet for colour
- Staff should be reminded that any printing or copying for personal use is not permitted unless payment has been made.

This policy will be reviewed at least on an annual basis (or earlier if new guidance/directives are provided to school's/Governing bodies) and the updated policy will be presented to the next available Finance/GB meeting held by the school.

Revised November 2018