

Kings Heath Primary School

Charging and Remissions Policy Summer 2023

For review purposes:

Aim:

This Policy identifies the procedures by which our school charges for certain defined activities and the guidelines on entitlement to remission of those charges. This policy has been formulated in accordance with the Local Authority's (LA) guidance for Charging for School Activities. This policy will also outline the circumstances in which parents will be asked for voluntary contributions.

Objectives:

The objectives of the Charging and Remissions Policy are:

- to maintain the right to free school education.
- to establish that activities offered wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost, (to determine whether the activity is in school time see calculation in Section 5).
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but schools have the discretion to charge for optional activities provided wholly or mainly out of school hours.
- to confirm the right of schools to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school whether during or outside school hours.
- to ensure that an appropriate proportion of Pupil Premium (PP) Funding is allocated to enable children from financially disadvantaged backgrounds to fully participate in all school activities.
- to allow the use of Pupil Premium Plus Funding (received for children who are in the care of the Local Authority) to be used to allow Looked After Children to fully participate in school and out of school activities.
- to enable the school to make spare capacity in the Nursery available to parents who do not qualify for 30 hours free childcare but wish to pay for the additional hours up to 30.
- to allow parents and carers that wish to make additional voluntary contributions to financially support educational visits to do so.
- set out the circumstances when childcare vouchers can be accepted.

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We do not charge for:

- 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 (NC).
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum.
- 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.
- 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 body or local education authority has arranged for pupils to be educated.
- transport provided in connection with an educational trip, if it is part of the National Curriculum.

It should be noted that a charge can be made for any materials, books, instruments or equipment, where the child's parent wishes the child to own them.

Charges will be made for:

- board and lodging on residential visits (not to exceed the costs).
- the proportionate costs for an individual child of activities wholly or mainly outside school hours ('optional extras') to meet the costs for:
 - travel
 - materials and equipment
 - staff costs
 - entrance fees
 - insurance cost
- individual or group tuition in the playing of a musical instrument (please see appendix 1 and appendix 2)
- any other education, transport or examination fees unless charges are specifically prohibited.
- breakages and replacements as a result of damage caused wilfully or negligently by pupils.
- extra-curricular (out of hours) activities and school clubs.
- School Meals
- Spare capacity in Nursery where parents and carers do not qualify for 30 hours free child care

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Section 1 Voluntary Contributions

The restrictions on charging for school activities do not in any way 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 voluntary and the terms of any request inviting parents to make a contribution must make it clear that:

- a) there is no obligation to contribute, and
- b) 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 head teacher will make this clear to parents at the outset. An initial letter will explain the nature of the proposed activity and its likely value on educational terms. It should then indicate the contribution per pupil which would be required if the activity were to take place. It should emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute, but it should be made equally clear that the activity would not take place if parents were 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 later by further parental contributions.

Our school offers swimming in KS2 in order to meet the statutory requirement for Physical Education (PE). School is not permitted to charge for swimming lessons in school hours or for lessons outside of school hours.

Parents will be invited to make a voluntary contribution for the following:

- a) Educational visits which may include visits which are part of the National Curriculum and/or the LA guidance for religious education.
- b) Special visitors into school which may provide enrichment of elements of the National Curriculum.
- c) Materials for an additional activity e.g. DT fairground rides so that the children may take these home.

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The terms of any request made to parents will specify that the request for a voluntary contribution in no way represents a charge. In addition, the following will be made clear to parents:

- a) that the contribution is voluntary and a parent is under no obligation to pay, and
- b) that registered 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.

Parents of children currently entitled to Free School Meals (FSM), Looked After Children (LAC) or Previously Looked After Children (PLAC) will not be asked for any level of voluntary contribution towards the above activities. School will subsidise the cost of these activities for these pupils from funding specifically delegated for this purpose.

The responsibility for determining the level of voluntary contribution is delegated from the Head teacher to the Strategic School Business Manager.

Section 2 Activities not Organised by the LA or school

When an organisation acting independently of a school or the Authority arranges an activity to take place during school hours and parents want their children to join the activity, such organisations may charge parents. Parents must then ask the school to agree to their children being absent, just as they would if they needed to request leave in other circumstances. However, where an activity is organised by a third party, and is approved by the school, is educational or is supervised by someone authorised by the school, then it is the view of the DFE that it should be treated as if it were provided by the school, and no charge should be made to the parents, or pupils. Such an activity, if it takes place outside the school premises is an 'approved educational activity'.

In this situation a request for a voluntary contribution from the parents can be made.

Section 3 Education Outside of School Hours

Parents can only be charged for activities that happen outside of school hours when these activities:

- a) are not a necessary part of the National Curriculum.
- b) are not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
- c) are not part of the school's basic curriculum for religious education.

Education outside of school hours is defined in the legislation as an 'optional extra' and charging is at the discretion of the body which would otherwise meet the cost of the optional extra. An activity which takes place during school hours cannot, by definition, be an optional extra. (Musical instrument tuition is an exception, see section 5).

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Participation in any optional extra will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents is therefore a necessary prerequisite for the provision of an out of hours activity for which charges are to be made.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the out of hours activities. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Furthermore, 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.

Where it is not permissible to charge parents, any subsidy must come from the school funds, voluntary fund raising or voluntary parental contribution.

The cost can include an appropriate element for:

- (i) pupils' travel cost
- (ii) pupils' board and lodging
- (iii) materials and equipment
- (iv) non-teaching staff costs
- (v) entrance fees to museums, theatres etc
- (vi) insurance costs

Any charge may also take account of the costs of engaging staff specifically for the purpose of providing the activity and supplying such staff with travel, board and lodging. If any of the teaching staff are already employed by the LA or the governing body of the school, their costs may not be included in the costs passed onto the pupils unless they are engaged on a separate contract for services to provide the out of hours activity. The school's Pay Policy outlines the agreement for payment to school staff for the provision of Out of Hours Learning (OOHL) activities.

There is no requirement to charge for out of hours activities. The body funding the activity is free to determine whether any charge should be made for it and, if so, how much should be charged to whom, subject to the charge not exceeding the actual cost.

Where the governing body has funded an activity from its own funds it alone will decide whether the cost should be passed on in full or in part to the parents. The school's delegated budget cannot be used to subsidise extra-curricular activities.

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Section 4 Residential Activities

A residential activity is deemed to take place during school hours if 50% or more of the period spent on the activity occurs during school hours. Time spent on travel counts for the purpose of the calculation only if the travel itself occurs during school hours.

No charge may be made in respect of any activity which is deemed to take place in school hours.

For a residential activity taking place in school time which is part of the National Curriculum no charge may be made for:

- (i) the education provided; or
- (ii) the cost of the travel

However, a charge can be made for board and lodging.

Section 5 Exemptions from Charging and Remissions

The LA now offers a checking service in relation to current eligibility for Free School Meals, which the school utilises. Parents are asked to provide the school with the relevant information for this check to be carried out. Children whose parents are acknowledged by the LA to be entitled will receive a Free School Meal and in addition remissions from identified activities as listed below. Key prerequisite conditions will include receipt of one of the following support payments.

- a Universal Credit (provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods)
- b Income Support
- c Income-based Jobseeker's Allowance
- d Income-related Employment and Support Allowance
- e Support under Part VI of the Immigration and Asylum Act 1999
- f The guarantee element of Pension Credit
- g 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)
- h Working Tax Credit run-on – paid for four weeks after you stop qualifying for Working Tax Credit

Taken from the Government publication: Free school meals -Guidance for Local Authorities, Maintained Schools, Academies and Free Schools - April 2018

In addition to this, Kings Heath Primary School has made further decisions in relation to charging and remissions:

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Part of the use of the Pupil Premium Funding will be to offer remissions for the activities below to children who are currently FSM, LAC and PLAC.

It will be the responsibility of the school to make sure that the relevant parents are aware of their entitlement to all of the below.

Musical Tuition

Parents and carers of children on the current FSM register, LAC and PLAC will be offered music tuition free of charge.

Out of Hours and Extra Curricular Activities

Parents and carers of children on the current FSM register, LAC and PLAC will be offered these activities free of charge. Where they are not run by the school then the school will reimburse the provider using allocated PP funding upon receipt of an invoice.

Residential Trips

Parents and carers of children on the current FSM register, LAC and PLAC will be offered these activities at 50% of the standard charge.

There may be other individual cases of financial hardship which, if not made allowance for, may prevent a child accessing the residential trip. These will be considered on a case by case basis by the Head Teacher.

Monitoring and Review

This policy will be reviewed in the summer term each year to allow for timely approval to changes in charges and communication of this to parents.

Section 6 The Legislation

Sections 449 to 462 of the Education Act 1996

DfES Circular 2/89

A Guide to the Law for School Governors

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Appendix 1

CHARGING AND REMISSIONS POLICY

When determining the policy, the governing body will need to consider the following which are permissible charges:

1. Board and lodging on residential visits in school hours, unless the parents are in receipt of relevant benefits entitling them to exemption of these charges
2. Costs associated with individual or group tuition in the playing of a musical instrument whether in or out of school hours (please see appendix 1 and appendix 2)

The exemptions are: unless it is provided as part of the syllabus for a prescribed examination or is required by the National Curriculum

3. Activities which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the National Curriculum or to religious education
4. The cost of entering a pupil for a public examination not prescribed in regulations, and for preparing the pupil for such an examination outside school hours
5. Re-sits of prescribed public examinations where no further preparation has been provided by the school
6. Consideration also needs to be given to:
 - a) the proportion of the costs where a charge is to be made;
 - b) whether any remission is to extend beyond the statutory minimum;
 - c) whether or not special consideration is to be given to hardship cases not contained within the exemptions and how this is to be determined;
 - d) the level of support from schools funds where the level of voluntary contributions is insufficient to fund the visit or journey;
 - e) arrangements for education where the parents fail to pay the charge being levied by the school

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Summary of Charges

School Meals

School uses an external provider and charges are **usually** negotiated annually **however it may occasionally be necessary to review meal prices due to external (e.g. inflationary) economic factors. Whenever there is a price change, Parents will be given at least 1 calendar month notice of the change.** ~~The Charges for School Meals will be agreed with the provider during the summer term with any changes taking effect from the following autumn term. Parents will be advised during the second half of the summer term of charges for the following year.~~

From 06/06/2023 charges will be as follows:

Nursery £2.24

Main School £2.45

Pupil meals must be paid for in advance of being taken not in arrears

Staff meals will be charged **plus** ~~inclusive of~~ VAT **at the prevailing rate**

Music Tuition

This is charged at £7 per session for the academic year **2023/24**. (please see appendix 2)
This charge is reviewed for the start of each academic year. As long as the school commissions a service provider that is Ofsted registered it is possible to use childcare vouchers to pay for music tuition

Milk and Fruit

Nursery and Reception

Children in Nursery and Reception are entitled to free fruit and milk.

Years 1 and 2

Children in Years 1 and 2 are entitled to free fruit.

School milk must be ordered and paid for one half term in advance. The cost of milk is ~~15p~~ **25p** per day and so ~~75p~~ **£1.25 per** week which must be paid for one half term in advance. Credits or refunds cannot be given if your child does not attend school.

Out of Hours Activities

These are charged at a flat rate of £3.00 per child per session, unless additional staffing and resources are required in which case the activity is charged at cost. If a club is run by an outside agency then the cost is at the rate determined by the organising body.

Residential Activities

Where such a trip is not a required part of the National Curriculum, the total cost for the trip including travel, board and lodging and additional adults up to the ratio required by the LA Educational Visits Guidelines is shared equally amongst the children participating in the trip. However, remission of the cost is available to children meeting the criteria detailed in section 5.

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Breakages, Loss of Materials

If school property is lost, vandalised or accidentally broken, e.g. a school reading book or homework pack then we reserve the right to charge for a replacement at current value.

School Fund

School Fund is collected to provide additional materials, activities and rewards which enrich and extend the opportunities and experiences which the children are involved in. School Fund can only be used in ways which directly benefit the children. We actively encourage parents to contribute to School Fund. It is emphasised that this is not a charge but collected on a voluntary basis. This can be paid weekly, monthly or termly by cash, cheque or standing order.

Photocopying

6p per sheet (black and white), 12p per sheet (colour)

Book Bags

£1.00

~~Advertising in school newsletter or newspaper:~~

~~At the discretion of the Head Teacher adverts of a commercial nature will be allowed at a charge of £5 per run.~~

Additional Nursery Hours Provision

If at any point our Nursery is not at capacity through normal admissions routes, including making additional provision for those entitled to it free of charge, then we allow the 'purchase' of **up to** an additional 15 hours.

~~The charge per hour for 2023-24 is £5.00, a total of £75 per week. This has to be purchased in full even if only part of the provision is taken up. This charge is reviewed for the start of each academic year.~~

Where staff capacity allows part days may be offered at the discretion of the school.

Fees must be paid in advance, with instalments set by the school prior to the commencement of each half term. Childcare vouchers can be used to pay in full or part for nursery provision. For full details, see the Nursery Admissions Policies. **During 2023/24 The School will charge £21 for the additional Wednesday afternoon**

Lettings

See Lettings Policy

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Appendix 2

Music Tuition Charges

Charges will be reviewed annually and any changes published to parents a half term in advance. For current charging rates see appendix 1.

Charges are payable a term in advance and parents will be notified of the exact cost in the school newsletter. Payment will be due by the penultimate Friday of the preceding term. **Failure to pay on time will result in the place being offered to the next child on the waiting list.**

Refunds (at the full lesson rate) will be made in the event of

- the music teacher being absent
- unexpected school closure

Refunds can either be paid immediately or can be deducted from the following term's payment.

No refund will be made in the event of a child missing a lesson which still takes place in their absence, unless the school has organised an alternative activity (eg a school trip).

Review History from Spring 2019	Reviewed by	Notes (significant changes / additions)
Spring 18	Finance Staffing and Premises Committee	- Previous revision of the policy
Spring 2019	Finance Staffing and Premises Committee	- Updated objectives of the policy - Updated list of items that the school will make charges for - Updated list of benefits associated with entitlement to Free School Meals - Revised the cycle for review of school meals charges - Included where childcare vouchers can be used to pay for activities - Other minor clarifications
Spring 2020	Finance, Staffing and Premises committee	- Minor wording changes to section 2 - Change to name of Chair of Governing Body - Change to timing in review cycle
Spring 2021		
Spring 2022	Finance, Staffing and Premises committee	- Increased photocopying charges (from 01/04/2022) - removed reference to School clothing items and Water bottles
Summer 2 2023	Finance Staffing And Premises committee	- Updated review cycle and prices for school meals - Amended Nursery Fees - Updated Milk prices

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Approved by:

Danny Beusch– Chair of FS&P committee

Date:

&

Michael Hand– Chair of Governors

Date: