

MANSTON PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Manston Primary School is committed to safeguarding and promoting the well-being of all children and expects our staff and volunteers to share this commitment.

Policy reviewed by: Staffing and Finance Committee

Date: September 2024

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Introduction

This policy has been formulated within the law covering charging by schools.

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.

Responsibilities

The Governing Body of the School are responsible for determining the content of the policy and the head teacher for implementation. Any determinations with respect to individual parents will be considered jointly by the head teacher and Governing Body.

Prohibition of Charges

The Governing Body of the School recognise that the 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,
- 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;
- 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 they have been prepared for that examination at the school;
- transport provided in connection with an educational trip.

Publication of Information

This policy will be made available on the school website or as a paper copy if requested.

Charges

The school will charge 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, non-teaching staff costs, entrance fees, insurance costs.
- Individual/ small group tuition in the playing of a musical instrument
- re-sits for public examinations where no further preparation has been provided by the school
- costs of non-prescribed examinations where no further preparation has been provided by the school
- any other education, transport or examination fee unless charges are specifically prohibited • breakages and replacements as a result of damages caused wilfully or negligently by pupils
- Identified extra-curricular activities and school clubs.
- Milk (free to Pupil Premium children and under 5's.)

Where a charge is made, the charge will normally represent all those costs we are allowed to charge for. However, the school may choose to charge a smaller proportion of these costs at the discretion of the head teacher.

Any remissions to these charges will not normally be more than the statutory minimum (see **Remissions** below).

In cases of hardship, the head teacher is empowered to remit some or all of the charges where this is possible. If the costs of any visit or journey are not fully met because of remissions or insufficient voluntary contributions, the head teacher has the discretion to meet some or the entire shortfall from school funds subject to the limits on authorising such payments in force at the time. If the limits are exceeded, the subsidy must be approved as required by the financial control arrangements.

If any child's parent is unable to pay the charge being levied by the school, the school must make alternative provision for the education of that child while the visit or journey is taking place.

Remissions

Children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential school trips. The relevant support payments are:

1. Income Support;

2. Income Based Jobseeker's Allowance;
3. Support under part VI of the Immigration and Asylum Act 1999;
4. Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose annual income (as assessed by The Inland Revenue) does not exceed the prescribed amount for the financial year to which this policy applies;
5. The guaranteed element of State Pension Credit.
6. Universal Credit.

In respect of (4) above account will be taken of any revision to the amount as advised by the Authority.

Voluntary Contributions

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

1. All residential school trips where parents are entitled to remissions of charges for board and lodgings costs;
2. Any other activity or trip which, in the head teacher's opinion, could not otherwise be offered unless voluntary contributions are made.

The purpose of the voluntary contributions will be to allow the activity to take place and to maximise the educational opportunities offered to all children.

The terms of any request made to parents will specify that the request is for a voluntary contribution

The responsibility for determining the level of voluntary contribution is delegated to the Head Teacher. The Head Teacher reserves the right to cancel the trip/activity if there are insufficient voluntary contributions

Parent Debt to School;

Breakfast club, school lunches, and extra-curricular music lessons.

Parents must clear all outstanding debts to the school before taking on another. Failure to do so would preclude children from attending extra-curricular activities such as the Bewerley Park residential, music lessons and additional extra-curricular trips and events.

To be reviewed annually by the governors at the Staffing and Resources Committee annually.