

Parklands Community Primary School



Charging & Remissions Policy

July 2021

Parklands Community Primary School

Policy on Charging & Remissions

Introduction

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

Roles and responsibilities

The governing body

The governing body has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Head Teacher. They also have overall responsibility for monitoring the implementation of this policy.

The head teacher

The head teacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

Staff

Our staff are responsible for:

1. Implementing the charging and remissions policy consistently
2. Notifying the SLT of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

Parents are expected to notify staff or the head teacher of any concerns or queries regarding the charging and remissions policy.

Where charges cannot be made

Below we set out **what we cannot charge for**:

Education

1. Admission applications
2. Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

3. Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
4. Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
5. Entry for a prescribed public examination if the pupil has been prepared for it at the school
6. Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

7. Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
8. Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
9. Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
10. Transport provided in connection with an educational visit

Residential visits

11. Education provided on any visit that takes place during school hours
12. Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

Where charges can be made

Below we set out **what the we can charge for:**

Education

1. Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
2. Optional extras (see below)
3. Music and vocal tuition, in limited circumstances
4. Certain early years provision
5. Community facilities

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the school can charge for providing materials, books, instruments or equipment. The following are optional extras:

6. Education provided outside of school time that is not part of:
 - The National Curriculum

- A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious Education
7. Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
 8. Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing board has arranged for the pupil to be provided with education)
 9. Board and lodging for a pupil on a residential visit
 10. Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

11. Any materials, books, instruments or equipment provided in connection with the optional extra
12. The cost of buildings and accommodation
13. Non-teaching staff
14. Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
15. 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

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

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.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

Music tuition

The school can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

1. If the teaching is an essential part of the national curriculum
2. If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
3. For a pupil who is looked after by a local authority

Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost. Charges can be made for activities which are not within the National Curriculum.

School Visits

Visits that fulfil statutory requirements

In the event of the school seeking to run a **day trip**, which is designed to fulfil a statutory requirement (i.e. any requirements of the National Curriculum or Religious Education) no **compulsory** charges can be levied on parents /guardians by the school. School may ask for voluntary contributions however it will be made clear to parents if the activity cannot be funded without these. It will always be made clear to parents that there is no obligation to make any contribution.

With the exception of those meeting the school's charging remissions policy criteria, parents/guardians will be charged the actual cost of board and lodgings for any **residential trip** of this nature, regardless of whether the trip takes place inside or outside school hours (see below for information on subsidies and use of pupil premium).

Pupils will **not** be discriminated against on the basis of whether voluntary contributions have, or have not, been made on their behalf.

Other Visits (Non-Statutory Requirements)

In addition to educational visits, the school occasionally may run day and residential trips that are outside statutory requirements. Such visits may take place during or outside school hours and a voluntary contribution may be asked for.

Residential visits

Residential visits take place from Year 2 onwards which are to provide education directly related to the National Curriculum and to allow the children a wider range of outdoor education. For each trip, we will suggest a charge to cover the costs of travel, board and lodging – see remissions policy for further guidance.

If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

Pupil Premium & Sports Premium is currently used to heavily subsidise the cost of visits and residential trips for children in receipt of this funding.

Remissions Policy

Parents/guardians **MAY** be exempt from paying for board and lodging costs on residential visits and are designed to fulfil statutory requirements, if they are in receipt of any of the following:

- 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 remissions criteria outlined above are identical to the criteria for Free School Meals eligibility. The school strongly encourages any parent/guardian, who is in receipt of such benefits, to claim their full entitlement. Proof of current entitlement to any of these benefits would need to be provided to the school in the event of a remission in charges being requested where the pupil is not in receipt of Free School Meals.

Equipment

No charges will be made to parents for equipment such as stationery, resources or books. These will be provided to all pupils.

Swimming

Swimming is currently part of the Key Stage 2 National Curriculum for PE. The school currently makes use of the Ellesmere Port Sports Village at Cheshire Oaks. As the school offers this to all pupils in Key Stage 2 irrelevant of their swimming ability, a small contribution towards the cost of transport is requested in order maintain this wider offer.

Music Tuition

All children study music as part of the normal school curriculum. We do not charge for this. We also currently participate in the Wider Opportunities music programme in Key Stage 2. We do not currently charge for these lessons.

Lettings

The school will make its facilities available to outside users and fees will be charged generally in-line with the Local Authority's recommended schedule of charges, which is updated annually, although the Head Teacher has discretion to negotiate variations to these charges to meet the school's needs.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head of School may decide.

Before & After School Club

Club includes a healthy breakfast in the morning and healthy snacks and drinks in the afternoon (though this would not be a substitution for a main meal which the child would receive at home).

Drop Off Time	Charge		
7:45am	£2.50		
Collection Time	Charge	Collection Time	Charge
4:30pm	£3.00	5:30pm	£5.00
		5:45pm	£5.50
Late Charge	£2 payable via ParentMail to be paid within 5 working days		

There is a 50% sibling discount.

Charges are reviewed annually.

Debt Recovery Procedures

When corresponding with parents, the maximum period that the school regards as reasonable before payment is overdue should be clearly stated, for example contributions for a school trip should be received by date/month/year or payment for items purchased should be sent to the school office by date/month/year.

Where payment from the parent/guardian has not been received in advance and a debt has accrued, the following process should be applied:

1. A gentle informal reminder (usually via ParentMail but may be by telephone, text, email or in person) and the date recorded. In the case of school dinners, a letter will be sent to parents via ParentMail informing them that their balance has fallen below zero. If the balance has not been cleared by the Friday of that week, a further communication will be made informing the parent that they will need to provide a packed lunch for their child until such time as their debt has been paid. In the case of before and after school clubs the child will not be able to use the club until the debt is paid.
2. A formal reminder letter should be issued 2 weeks after the informal reminder (via pupil, email or post).
3. A second formal reminder letter (recorded post) will be issued 2 weeks after the first reminder letter.
4. A third letter informing the debtor that if the debt is not paid by a given date (or an alternative agreement reached – see below Negotiation of repayment terms) the matter will be referred to the School’s legal advisers for formal debt recovery process to commence, which could include legal proceedings. At the discretion of the Headteacher the debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to them.

These steps can be adapted as appropriate for debts incurred by third parties.

Negotiation of repayment terms

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first ‘overdue payment’ reminder. If a debtor requests for ‘repayment terms’ these may be negotiated at the discretion of the Headteacher. A record of all such agreements entered into will be retained.

In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

The settlement period should be the shortest that is judged reasonable. The Headteacher will decide whether any debtor who has been granted extended settlement terms will not be offered any further ‘credit’ and will, in future, be required to pay in advance.

Policy Review

This policy will be subject to regular review to ensure its compliance with legislative requirements and the appropriateness of charges being levied.

Policy reviewed July 2020

Date for review September 2023

Appendix

	CWAC adult and Community Learning Usage	Public Community use (2/3 of actual cost return rate)	Outside company profiting from the letting commercial use Actual cost return rate
	Per hour	Per hour	Per hour
Hall	£16.28	£32.55	£48.85
Classroom	£10.40	£20.80	£31.20
Subsequent classroom	£2.15	£4.25	£6.40
Football/rugby/hockey/cricket pitch	Weekday	£36.85	
	Weekend	£48.85	
County Council Election Charges			
Children's Centre	No charge		
	No charge		