



## Thameside Primary School: Charging & Remissions Policy

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<b>Policy reviewed by:</b>	Vicki Lucas
<b>Key Changes:</b>	Next review date to two yearly being next review due on in September 2026.



The Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Further guidance is also given in the Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities issued in May 2018.

## 1. Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their family's financial means. This policy sets out our school approach to charging and remissions and is informed by government guidelines. In doing this our intention is to ensure transparency in setting charges and ensure all children are able to access all the provision on offer.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition, although in some cases this is free. See below.

School governing bodies and local authorities, **cannot** charge for:

- an admission application to any state funded school - paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- 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;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school.

This policy does not apply to charges made and determined by other organisations offering activities and services on the school premises outside school hours.

## 2. Voluntary Contributions

We may in certain circumstances invite parents/ carers to make a voluntary contribution towards activities that are exempt from charging. These contributions must be genuinely voluntary.

Where we do ask for voluntary contributions, we will make it clear that children of parents/ carers who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute.

Sometimes the school pays additional costs to support curriculum or enrichment activities from either school funds, grants obtained from organisations such as Berkshire Outdoor Education Trust, or from the TSA (parent teacher association). Parents have a right to know how each enrichment activity is funded. The school will provide this information on request.

If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents/ carers when the contribution is requested. If the activity has to be cancelled due to insufficient funds, all monies will be returned to parents/ carers.



Parents/ carers will be told the cost of the activity per pupil. Voluntary contributions should not exceed the cost of the provision for each pupil thus ensuring that no paying pupil will be required to subsidise the cost of non-paying pupils.

Parents/ carers may make voluntary contributions in instalments by prior agreement with the Head teacher.

### **3. Activities that take place during school hours**

#### **3.1 Enrichment activities**

These include trips to museums and other, places of interest, theatre visits, musical events, sporting events, visiting theatre groups, workshops provided by groups for the purpose of safeguarding for example.

These will be focussed activities and will only be undertaken if they support the curriculum.

Parents/ carers may be invited to make a voluntary contribution and the school may support these activities. The TSA may also subsidise activities through their fund raising.

#### **3.2 Instrumental music tuition**

A charge will be made for instrumental music tuition requested by parents unless the tuition is part of the National Curriculum.

Thameside currently offer instrumental music tuition to Year 4 pupils. The cost is met by the school. This will be reviewed by the school annually. We seek a voluntary contribution towards instrument hire. Parents may choose not to pay this.

#### **3.3 Materials and ingredients**

A charge will be made to cover the cost of ingredients or materials where parents/ carers have confirmed in advance that they wish to own the finished product.

#### **3.4 Swimming**

Swimming is part of the National Curriculum for Key Stage 2 pupils. This activity will not be charged for even though the school has to pay for the hire of the pool, the teaching and transport.

Parents/ carers will be invited to make a voluntary contribution.

### **4. Activities that take place out of school hours**

No charge will be made for an activity that takes place outside school hours when it is:

- A necessary part of the curriculum
- Part of a syllabus for a prescribed public examination that the pupil is being prepared for in school
- Part of the school's basic curriculum for religious education

Charges may be made for some activities that are known as 'optional extras'.

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

- any materials, books, instruments, or equipment provided in connection with the optional extra;



- 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);
- board and lodging for a pupil on a residential visit;
- 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.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It will 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

A charge can be made for extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions).

## **5. Education that take place partly during school hours either on or off site**

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours.

However, **a charge can 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.

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.

Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

### **5.1 Non-residential activities**

If 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours. Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day.



Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours. For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening.

## **6. Residential school visits**

### **6.1 Board and lodging**

The school will charge for transport, board and lodging other than to those entitled to remissions. We will not charge more than the travel and accommodation actually costs. Any charge made in respect of individual pupils will not exceed the actual cost of providing the visit, divided equally by the number of pupils participating. It will 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.

#### **6.1.2 Pupil Premium Children**

Each year children in Year 6 are invited to a weeklong residential activity week in Rhos-y-gwaliau in North Wales.

The cost of the trip includes travel bed and board for the week. The school will try to source funding to help support the cost of the trip to try to keep the cost to parents as low as possible.

We recognise that some families may find the cost of the trip unaffordable and may not be able to contribute the whole amount. The school recognise this and will therefore subsidise the fee for the trip using pupil premium funding for our income-based FSM/pupil premium children. We will only ask for a minimum charge of 45% toward the total cost of the trip. The school will fund the remainder 55% of the cost of the trip (subsidy is reviewed annually).

If, however, parents are able to fund more towards this trip, then we would appreciate parents paying above the 45% as much as they can, as this will allow the school to spend pupil premium funding on other aspects of learning in school.

For example, if the cost of the trip is £330 then 45% of this would be £148.50. A parent, with a child who is eligible for pupil premium will only have to contribute £148.50 towards the cost which can be spread out in a monthly payment plan.

We hope that this will allow all children the opportunity to experience the residential but we respect that parents reserve the right to advise they do not wish their child to go on the trip if they are unable to afford any contribution towards the cost of the trip.

The school will not be able to afford to send a child on the trip without receiving 45% of the cost towards the trip.

### **6.2 Travel**

If the residential is classed as being within school hours, no charge will be made for travel costs.

If the residential is classed as being outside of school hours a charge will be made to cover the cost other than to those entitled to remissions.

Voluntary contributions may be sought.



### 6.3 Activities

If the residential is classed as being within school hours, no charge will be made. If the residential is outside school hours, a charge may be made. See section 4.

### 6.4 Remissions

Where the residential visit takes place wholly or mainly during school hours, pupils whose parents are in receipt of the following benefits are not required to pay any charge (Pupil Premium child):

- 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 pupil premium may be used to support the residential trip for pupils receiving the entitlement.

Grants will be sought to enable subsidies to be given to those parents not in receipt of the above benefits who may be suffering hardship. Parents should discuss this with the Head teacher or Deputy when reserving a place.

Pupils may also be involved in enterprise projects to raise funds towards the cost of the residential visit.

## 7. Damages to property, breakages and loss

7.1 We will seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of school property. We recognise that accidents occur and will treat each case on its merit.

7.2 We will seek to recover some or all of the costs incurred due to wilful damage, breakage or loss of property belonging to a third party where the school has been charged (eg library books). We recognise that accidents occur and will treat each case on its merit.

This policy was first agreed by the governing body in July 2011 and will be reviewed annually.

Source material: *DfE Charging for School Activities May 2018* See: [Charging for school activities \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



### ***Rights Respecting Schools***

*Thameside Primary School is a Rights Respecting School. School policies will respect the UN Convention on the rights of the child. The Charging and Remissions Policy links to:*

*Article 3: The best interests of the child must be a top priority in all actions*

*Article 26: Governments must provide extra money for the children of families in need*

*Article 28: Every child has the right to an education. Primary Education must be free*

*Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment*

**V Lucas- Last reviewed Sept 24**