



# Shefford Lower School

## Charging and Remissions Policy

### Rationale

Our school aims to have robust, clear processes in place for charging and remissions, clearly setting out the types of activity that can be charged for and when charges will be made.

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England and this policy reflects this and the information given in section 7.5 of the Governors Handbook

We believe that all our pupils should have the equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents'/carers' independent financial means.

### Aim

The staff and Governors recognise the valuable contribution made to children's, academic, personal and social education through educational visits and extra curricular activities and will do all they can to ensure all children can benefit.

### Guidelines

#### No charges will be made for:

- An admission to any state funded school
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside of 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.
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent.

#### Charges can be made for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below)
- Music and vocal tuition
- Certain early years provision
- Community facilities

#### Optional extras for which the school can apply a charge:

- 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 in school, religious education.
- Board and lodging for a pupil on a residential trip.
- Extended day services offered to pupils (for example breakfast clubs, after-school clubs, extra nursery sessions).

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

## **Voluntary Contributions**

Whilst the school cannot charge for activities taking place during the school day, it can ask parents *for voluntary contributions* for the full cost of an activity, e.g. educational outings, theatre visits, visiting speakers, residential trips, swimming. There is no obligation to contribute and pupils will not be treated differently according to whether or not their parents have made any contribution. However, if too many parents feel unable to make a contribution, the activity may not take place. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled, any monies received will be returned. Contributions will not exceed the actual cost.

Where possible a list of visits and activities, and their approximate cost, will be published to parents/carers in the autumn term.

## **Subsidies**

On occasion the school may elect to subsidise activities taking place in the school day, from the school fund or delegated budget. The subsidy may apply to:

- All children equally
- Enable particular children whose parents/carers are known to be experiencing financial difficulty to participate, or for whom the school receives the Pupil Premium.
- Enable an activity or outing which has been insufficiently funded from contributions and which would otherwise be cancelled to take place.
- Where a voluntary contribution is requested, the parents of children who are registered as Pupil Premium may be eligible for assistance.

Where there is a difficulty that may preclude a pupil from participating in an activity, parents'/carers' should apply to Headteacher in writing explaining the reasons for requesting financial support. Wherever possible support will be given, although as noted above if too many parents are unable to make a contribution to an activity, and the school cannot fund it from some other source, then it may have to be cancelled.

In respect of residential visits, parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal credit in prescribed circumstances
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed the prescribed limit
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008

## Activities for which the school will apply a charge:

### Design and Technology

If products made by children during design and technology lessons are to be taken home, parents/carers may be asked for contributions towards materials in advance. Alternatively, parents/carers may be asked to send in materials/ingredients to school.

### Loss or Damage to Property

If any child causes intentional damage to either school or another person's property, their parents/carers will be asked to pay for the repair or replacement of the item.

The school may also involve appropriate authorities if necessary.

### Music Lessons/Equipment

Central Bedfordshire Inspiring Music service offer individual/group music tuition during the school day. A fee is charged to parents/carers by Inspiring Music and the school does not get involved in handling payments.

### Before and After School Activities

The staff run a range of before and after school activities for pupils, for which no charge is made. However, where equipment is required, e.g. musical instruments/books, parents will be asked to provide these.

Where an activity is provided by an outside provider using school premises, a charge will be made by that provider separately and pupils will not normally be subsidised to attend. In certain situations pupils attracting Pupil Premium may be subsidised by the School.

### Nursery

To enable parents/carers to take advantage of extra hours beyond the 15 hours to which children in Nursery are entitled, charges will be made for extra hours if the parent is not entitled to claim for additional hours under the 30 hour scheme. The hourly rate charged will be the same as received by the school from the Local Authority. Invoices are issued half termly.

### Lettings

The school will make its facilities available to outside users at a charge. See Lettings Policy.

### References

Department for Education: Charging for School Activities:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/706830/Charging\\_for\\_school\\_activities.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf)

<b>Date Reviewed</b>	<b>February 2019</b>
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<b>Headteacher</b>	Tracey Callender
<b>Chair of Governors</b>	Valerie Thompson

