



Ireby Church of England Primary School

Vision – ‘Created to do good’ – Ephesians 2:10

Charging & Remissions Policy

(The term ‘remission’ means the cancellation of a charge which would normally be payable. Remission is at the discretion of the governing body)

Approved by: ¹

Michael John
Head Teacher:

Date: 02/10/2023

Philippa Irving
Chair of Governors:

Date: 02/10/2023

Next review date: ² 02/10/2024

¹ This policy requires approval from the Full Governing Body.

² This document must be reviewed annually

It is a requirement for this policy to be published on the school website.

KEY ROLES

The following key roles were held as at the date of publication:

Head teacher	Michael John
School Business Manager	Audrey Foster

REVIEW SHEET

Each entry in the table below summarises the changes made to this document since the last review.

Version Number	Version Description	Date of Revision
10	Based on KAHSC Version 10 (dated September 2023), personalised for Ireby School	02/10/23

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POLICY STATEMENT

1. Definitions

For the purposes of this Policy and procedures a child, young person, pupil or student is referred to as a 'child' or a 'pupil' and they are normally under 18 years of age.

Wherever the term 'parent' is used this includes any person with parental authority over the child concerned e.g. carers, legal guardians etc.

Wherever the term 'Head teacher' is used this also refers to any Manager with the equivalent responsibility for children.

The term ‘school’ refers to Ireby Church of England Primary School. The term ‘school’ also includes wrap around care, such as Breakfast Clubs and After School Clubs.

The term ‘charge’ means a fee payable for clearly defined activities/items.

The term ‘remission’ means the cancellation of a charge which would normally be payable.

The term ‘school hours’ means the hours when school is in session, excluding the lunch break – i.e.:

- for EYFS pupils: each weekday 8:45am-12:00noon and 1:00pm-3:15pm;
- for KS1 & KS2 pupils: each weekday 8:45am-12:15pm and 1.00pm-3:15pm.

2. Introduction / Aims

This policy aims to ensure that:

- all pupils have full and free access to a broad and balanced curriculum regardless of their family finances;
- the school is transparent about the activities/items that can be charged for and when charges will be made, or remissions offered; and
- parents are able to understand when they may be invited to make a voluntary contribution towards the cost of an activity/item.

3. When no charges will be made

- The term ‘charge’ means a fee payable for clearly defined activities/items.
- The table below sets out when no charges will be made. **However, where indicated, the school may invite Parents to make a voluntary contribution.**

Admission	There will be <u>no charge</u> for: <ul style="list-style-type: none"> • An admission application to our school.
Education	There will be <u>no charge (*)</u> for: <ul style="list-style-type: none"> • Education provided wholly, or mostly, during <u>school hours</u> (including the supply of any materials, books, instruments or other equipment – including IT equipment); • Education provided outside <u>school hours</u> if it is part of the National Curriculum or religious education; • Musical instrument or vocal tuition which is provided to all pupils as part of the National Curriculum or religious education; • <u>Swimming and water safety lessons</u> for Key Stage 1 or 2 which is provided as part of the National Curriculum; • Other swimming lessons during <u>school hours</u>. (The governing body has determined that this provision will be funded by the school’s <u>PE and School Sport Premium</u>.) <p>(*) However, the school may invite Parents to make a <u>voluntary contribution</u>.</p>
Transport	There will be <u>no charge (*)</u> for: <ul style="list-style-type: none"> • Transporting pupils to/from the school, where the local authority (LA) has a statutory obligation to provide transport; • Transporting pupils to other premises where the governing body or LA has arranged for pupils to be educated; • Transport provided in connection with an educational visit. <p>(*) However, the school may invite Parents to make a <u>voluntary contribution</u>.</p>
Educational Visits	There will be <u>no charge (*)</u> for: <ul style="list-style-type: none"> • Education provided on any visit that takes place during <u>school hours</u>; • Education provided on any visit that takes place outside <u>school hours</u> if it is part of the National Curriculum or religious education; • Supply staff to cover for those staff who are absent from school accompanying pupils on a residential visit. <p>(*) However, the school may invite Parents to make a <u>voluntary contribution</u>.</p>

4. Voluntary contributions

- When charges do not apply, the school may invite parents to make a voluntary contribution towards the cost of activities/items such as:
 - On-site activities or educational visits (which are provided to enrich the curriculum and the educational experience of the children), and the associated transport/other costs;
 - Specialist equipment;
 - General school funds to improve opportunities.
- All requests to parents for voluntary contributions will make it clear that the contributions are voluntary and that there is no obligation to pay.
- Pupils whose parents do not contribute will not be treated differently or excluded.
- The governing body reserves the right to cancel activities if not enough voluntary contributions are received.

5. When charges will be made

The school may recover the full costs of some activities/items, but charges will not exceed the actual cost.

There are charges for:

<p>Optional extras</p>	<ul style="list-style-type: none"> • Wrap around care (e.g. breakfast club, after-school clubs, including drama/sports clubs etc.) – Please see: https://www.irebycofeschool.co.uk/after-school-clubs for costs; • Board and lodging for a pupil on a residential visit (unless remission is granted); • Education that takes place outside <u>school hours</u> if it is not part of the National Curriculum or religious education; • Transport (other than transport that is required to take pupils to school, or to other premises where the LA or governing body have arranged for pupils to be provided with education). <p>In calculating the cost of optional extras an amount may be included for:</p> <ul style="list-style-type: none"> • Any materials, books, instruments, or equipment provided in connection with the optional extra; • The cost of buildings and accommodation; • Non-teaching staff; • Teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; • The cost (or an appropriate proportion of the cost) for teaching staff employed to provide musical instrument/vocal tuition, where the tuition is an optional extra. <p>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.</p> <p>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. Families on a low income who are unable to pay such charges should speak to the Head teacher in confidence about remission.</p>
<p>Musical instrument/vocal tuition provided at parental request</p>	<ul style="list-style-type: none"> • A charge will be made for musical instrument/vocal tuition for either an individual pupil or groups <u>when it is provided at the request of the pupil's parent</u>, and not part of the National Curriculum (e.g. keyboard/violin lessons taught by peripatetic music teachers). <ul style="list-style-type: none"> ○ National charging guidance will be followed, and no charge will be made in respect of a pupil who is looked after by a LA.
<p>School meals</p>	<ul style="list-style-type: none"> • School meals are available at a daily cost, or free of charge to the pupils of families entitled to free school meals. <ul style="list-style-type: none"> ○ Families can find out how to apply for free school meals or apply directly to the

	<p>LA: https://www.cumberland.gov.uk/schools-and-education/free-school-meals-and-clothing-vouchers.</p> <ul style="list-style-type: none"> • School meals are to be booked and paid for online. The costs will be communicated to parents by the School Business Manager. • Any parent in financial difficulties should speak to the Head teacher in confidence. (We may be able to signpost families to extra government or community support in the immediate or short term.)
School milk	<ul style="list-style-type: none"> • All schools must make lower fat milk or lactose reduced milk available to drink at least once a day during school hours or the lunch break at a fair cost or free of charge to all pupils who are entitled. <ul style="list-style-type: none"> ○ Up to one third of a pint of milk is available to all children free of charge, regardless of their family circumstances up to the age of 5. ○ When a child has their 5th birthday, a small charge will be made towards the cost of continuing to provide this single portion of milk to those parents who want their children to continue receiving it. ○ Children who have reached the age of 5 can continue to receive up to one third of a pint of milk free of charge if their family has been able to successfully apply for free school meals. • In the case of infant pupils who are entitled to a universal infant free school meal, milk must be offered free to those pupils if it forms part of the school lunch. If milk is offered at any other time during the school day instead, it will only be free for those infants who have an underlying income-related entitlement to free school meals. • A parent who wishes their child to receive more than one portion of milk per day must pay the full cost of each additional portion, even when their first portion is free due to an entitlement. • For more information please speak to the School Business Manager.
Certain early years provision	<ul style="list-style-type: none"> • Government funding covering the cost of delivering 15 or 30 hours a week of free, high quality, flexible childcare for children aged 3-4 years and for some 2-year-olds does not include the cost of meals, snacks, consumables such as nappies or sunscreen, additional hours or additional services such as trips or outings for which there will be charges. • Parents are encouraged to supply their children with a healthy snack and drink from home and, if the child stays for the lunchtime period to also supply a healthy lunch, or pay for school meals. • Additional hours and services will be charged at the current hourly rate where hours are not fully funded as Early Education by the LA. This includes the lunchtime period between sessions. • For our current session times and rates please speak to the School Business Manager. • Charges for additional services such as trips will be agreed in advance with parents. • The free entitlements will be delivered consistently so that all children accessing any of the free entitlements will receive the same quality and access to provision, regardless of whether they opt to pay for additional hours and/or services. • We will not charge a deposit to secure a child's free place and there is no requirement to pay a registration fee as a condition of taking up a child's free place. • We will also not charge 'top up fees' to recoup the difference between the amount received from the LA and the current hourly rate.
Damage to property and breakages	<ul style="list-style-type: none"> • The school will attempt to recover some, or all the costs incurred repairing or replacing wilful or culpably negligent damage or breakage of school property (or property belonging to a third party where the school has been charged). The actual amount will be determined by the headteacher.

6. Calculating charges and remission

- When charges are made for activities, they will be based on the actual costs incurred, divided by the total number of pupils participating. **There will be no levy on those who can pay to support those who can't.** (Support for cases of hardship will come through applicable funding such as Pupil Premium money, specified voluntary contributions, and fundraising.)
- In some circumstances, school may not charge for activities/items. This waiving of charges is called 'remission', and will be at the discretion of the governing body, who can approve the use of the delegated budget and other funding streams such as Pupil Premium to allow 'chargeable activities/items' to be fully or partly remitted.
- **Pupils who are looked after by the LA or whose parents or carers are receiving specified benefits are entitled to full remission of some charges.**
 - This entitlement is subject to change but usually equates to pupils being eligible for free school meals (except when they are an infant only eligible under the universal infant free school meal scheme). To find out which benefits are specified and eligible for full remission please see <https://www.gov.uk/apply-free-school-meals>.
- Details of any remission arrangements will be made clear when parents are informed of charges for individual activities/items.

6.1 Non-residential activities

- Where the majority of time spent on a non-residential activity is **within** normal school hours, the charging regime will be as if it happens **fully within** school hours and no charge will be made.
 - The majority of time is defined as 50% or more.
 - Parents may still be invited to make a voluntary contribution.
- Where the majority of the time spent on a non-residential activity is **outside** of normal school hours, the charging regime will be as if it happens **fully outside** school hours i.e., the activity becomes an 'Optional Extra' and charges will be made unless it is part of the National Curriculum, or religious education.
 - The majority of time is defined, in this case, as more than 50%.
- Travel time is included when considering the time spent on an activity only when it occurs during school time.

6.2 Residential visits which are in, or mainly in, school time

If the school organises a residential visit which is in, or mainly in, school time, (to provide education directly related to the National Curriculum), then the following applies:

- Parents will be charged board & lodging costs for a pupil to attend a residential visit in, or mainly in, school time unless remission is granted.
 - Parents and carers who receive state benefits specified and eligible for full remission are exempt from this board & lodging charge – see: <https://www.gov.uk/apply-free-school-meals>.
- Parents will be invited to make a voluntary contribution to cover other costs associated with the residential visit e.g., transport, activity tuition, for which charges cannot be made.
- No child will be denied the opportunity of attending a residential visit which is in, or mainly in school time, if their parent does not contribute voluntarily.
- The governing body reserves the right to cancel a residential visit if not enough voluntary contributions are received to cover the cost, and that aspect of the curriculum would have to be covered in other ways.

7. Payments/debts

- Parents are asked to make payments promptly. Payment in instalments may be made for large sums.
- The School Business Manager will liaise with parents regarding any late-payments, and the Head teacher will liaise with parents in the event of a debt situation arising.