



Charging and Remissions Policy

Date of Policy: Autumn 2020

Date of Review due: Autumn 2021

Responsibility: Resources Committee of Governing Board

Signed:

Chair of Governors

Charging and Remissions

Sections 449-462 of the Education Act 1996 set out in law on charging for school activities in schools maintained by local authorities in England.

This policy makes reference to the Department of Education document 'Charging for school activities' dated May 2018

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/706830/Charging_for_school_activities.pdf

Main points:

Subject to limited exceptions referred to in this policy, schools cannot charge for education provided during school hours.

Schools must ensure that they inform parents in receipt of benefits of the support available when being asked for contributions towards the cost of school visits.

This policy sets out when the school will charge parents and when parents will be entitled to the remission of charges.

Charging for optional activities:

1. Board and lodging on a residential visit
2. Individual or group tuition in the playing a musical instrument or vocal tuition (whether in school time or not) when it is not an essential part of the National Curriculum or unless the pupil is looked after by the local authority.
3. Items, e.g. books, other equipment requested by the parent for their child.
4. Entrance fees to museums, theatres, etc.
5. Activities which take place wholly or mainly outside school hours and not:
 - a. part of the national curriculum,
 - b. part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or
 - c. part of religious education
6. Examination entry fee/s where these are not statutory exams
7. Wraparound care, including Breakfast Club, After school Club, additional nursery provision (where 15/30 hour funding is not provided)
8. Transport other journeys to and from school arranged by the local authority.
9. Insurance costs.

Remission/help with charges:

Remission or help with charges may be granted for parents in receipt of certain benefits (<https://www.gov.uk/apply-free-school-meals>), supported by a successful claim for free school meals.

Voluntary Contributions:

Where the school wishes to offer additional trips or activities but cannot levy charges and where it is not possible to provide these within the resources ordinarily available

to the school, the school may request or invite parents/guardians to make a voluntary contribution towards the cost of the trip/activities. Activities for which such contributions are invited include:

- swimming
- school day trips
- workshops and visitors
- design and technology resources
- school journeys.

Pupils will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation.

Where there are insufficient voluntary contributions to make the trip/activity possible, then it will be cancelled.

Refunds or reimbursements:

Where an activity makes an unexpected surplus, the school will consider making a refund in line with the guidance set out within the 'HCC Financial Handbook for Schools, and will be reimbursed by cheque in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that

“a surplus of £x has been made and that if the parent/guardian would like to take advantage of this they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.”

Any donated refunds will be transferred to the appropriate budget, following approval by the Headteacher.

Additional considerations:

To avoid unnecessary financial burdens the school may offer the opportunity to pay by instalment.

Activity participation will not be selected on a first pay, first accepted basis.

Parent Payments:

All payments to Wareside C of E Primary School from parents/carers are processed on-line via School Money at:-

<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>

Non Payment:

Parents/Carers are initially notified of a new payment due on School Money by email and text, via School Money. The same process is used to remind parents/carers of an outstanding/overdue payment

If the payment remains unpaid an email is sent by the Office Manager requesting the payment via School Money asap and to contact the school office if there are any problems with payment.

If the payment continues to remain unpaid the matter is referred to the Headteacher. In extreme circumstances the school reserves the right to pursue overdue payments through the legal process.