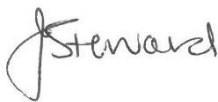





## CHARGING AND REMISSIONS POLICY

<b>Formally adopted by the Governing Body of Sheringham Community Primary &amp; Nursery School</b>	
On	5 <sup>th</sup> October 2023
Chair of Governors	
Head Teacher	
Last updated	5 <sup>th</sup> October 2023
Review	5 <sup>th</sup> October 2024

***Be all that you can be...***



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## 1. Statement of Intent

Sheringham Community Primary School & Nursery is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policy and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.

In addition, we are committed to adhering to legal requirements regarding charging for school activities, and meeting all statutory guidance provided by the DfE.

We promise:

- Not to charge for education provided during school hours.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions

## 2. Legal framework

2.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2019) 'Charging for School Activities'
- DfE (2019) 'Governance Handbook'

## 3. Charging for education

3.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for by the school, or part of religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

3.2. We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras

- Music and vocational tuition (in certain circumstances)
- Use of community facilities

#### 4. Optional extras

- 4.1. We may charge parents for the following optional extras:
- Education provided outside of school time that is not:
    - Part of the national curriculum.
    - Part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.
  - Examination entry fees where the pupil has not been prepared for the examinations at the school
  - Transport, other than that arranged by the LA for the pupil to be provided with education
  - Board and lodging for a pupil on a residential visit
  - Extended day services offered to pupils
- 4.2. When calculating the cost of optional extras, the school will only take into account the following:
- Materials, books, instruments or equipment provided in relation to the optional extra
  - The cost of buildings and accommodation
  - The employment of non-teaching staff
  - The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
  - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 4.3. The school will not charge in excess of the actual cost of providing the optional extra (plus 1.72% admin charge) divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, we will not charge for the cost of alternative provision for those not participating.
- 4.4. Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a pre-requisite for the provision of an optional extra.

#### 5. Examination fees

- 5.1. We may charge for examination fees if:
- The examination is on the prescribed list (which includes SATs, GCSEs and A levels), but the pupil was not prepared for it at the school.

- The examination is not on the prescribed list, but the school arranged for the pupil to take it.
- A pupil fails, without good reason, to complete the requirements of any public examination where the governing board or LA originally paid or agreed to pay the fee.

## **6. Examination re-sits**

- 6.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 6.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

## **7. Voluntary contributions**

- 7.1. We may ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will make this clear to parents at the outset. We will also make it clear that there is no obligation for parents to make a contribution, and notify parents whether assistance is available.
- 7.2. No child will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity. If insufficient voluntary contributions (90% of the total cost) are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 7.3. We will strive to ensure that parents do not feel pressurised into making voluntary contributions.

## **8. Music tuition**

- 8.1. Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – provided that the tuition is at the request of the pupil's parents.
- 8.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

## 9. Transport

9.1. We will not charge for:

- Transporting registered pupils to or from the school premises, where the LA has a statutory obligation to provide the transport.
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated.
- Transporting pupils to meet an examination requirement when they have been prepared for the examination at the school.
- Transport provided for an educational visit.

For additional adults traveling we aim to just cover the cost, but if in ensuring we cover our costs we make a profit this will be donated to the School Fund charity account.

## 10. Residential visits

10.1. We will not charge for:

- Education provided on any visit that takes place during school hours.
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- Supply teachers to cover for teachers accompanying pupils on visits.

10.2. We may charge for board and lodging – but the charge will not exceed the actual cost.

10.3. Parents will be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Universal Credit (when fully rolled out)
- Working Families' Credit,
- Disabled Person's Tax Credit

## 11. Education partly during school hours

11.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.

11.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we may charge for the activity; however, we will not charge if the activity is part of

the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.

- 11.3. **Residential visits:** If the number of school sessions covered by the visit is equal to or greater than 50 percent of the number of half days (any period of 12 hours ending with noon or midnight on any day) spent on the visit, we will not charge for the activity.
- 11.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds.

## 12. Damaged or lost items

- 12.1. The school may charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour. Parents will not be taken to court for failure to pay such costs.

## 13. Remissions

- 13.1. We have set aside a small fund to enable families in financial difficulty to send their children on visits/activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a needs basis, and if the full cost of the trip/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 13.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:
- Income Support
  - Income-based Jobseeker's Allowance
  - Universal credit
  - Working Families Credit
  - Disabled person's tax credit
- 13.3. To request assistance, parents should contact the Headteacher.

## 14. Refunds

Refunds will only be offered in exceptional circumstances.

- 14.1. At the end of each journey or visit, the surplus or deficit will be calculated from the Activities Account. If the journey or visit makes a surplus parents will be offered a refund as outlined below:

- If the surplus collected for an activity exceeds the cost of that activity by an amount pre-determined by the governing board which is £5 per pupil.
- The refund does not apply to trips where parents have the option to pay to attend if they wish, e.g. Young Voices. Any surplus from the adult payments for trips of this nature will be donated to School Fund.

14.2. Once a payment/voluntary contribution has been made, the child's place is secured. If the child is unable to attend the trip, refunds will not be given for transport costs. If no other costs are incurred by the school, e.g. for entrance fees, a refund for that element will be provided.

14.3. If a school visit is cancelled, only in circumstances where the venue and the transport provider make no charge will a refund be issued.

14.4. Trips with a waiting list:

If a child no longer wishes to attend, and their space can be filled by another child on the waiting list, once the school is in receipt of the replacement funds a full refund will be issued.

## 15. Admin Charge

As we now operate a cashless payment system a 1.72% administration charge will be added to all payments (excluding school lunches and music lessons).

## 16. Early Years, Additional Hours. Nursery Charges

Government funding is intended to cover the cost to deliver 15 or 30 hours a week of free, high quality, flexible childcare only. It is not intended to cover the cost of meals, consumables, additional hours or additional services.

Additional hours and services will be charged at the current hourly rate where hours are not funded as Early Education by the Local Authority. This rate is currently £4.65 per hour. (This figure has been amended in line with the Local Authority)

Invoices will be issued half termly, payable in advance, via the school Parent Mail system. The school will follow the Bad Debt policy in the event of non-payment. Parents/carers will be charged for non-attendance and when hours are not funded by the Local Authority. No charge will be made in the event of setting closure.

Charges for additional services such as trips will be agreed in advance with families. The following charges apply when taking a free entitlement: a charge for 30 minutes between morning and afternoon sessions.



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 optional hours, services, meals or consumables.

The following charges apply when taking a free entitlement place:

Cost of Snacks (20p contribution per session attended)  
Consumables (cookery ingredients purchased from any excess in snack contributions)

The above charges are voluntary. Families are able to supply their own appropriate snack. It may be possible to waive or reduce these costs, please discuss this with the Nursery Teacher.

A deposit is not charged.

The entitlement is offered free. Parents will not be charged a “top-up” fee to recoup the difference between the amount received from the Local Authority and the current hourly rate

## **17. Monitoring and review**

This policy will be reviewed annually by the governing board.