



Gnosall St Lawrence Primary Academy

Charging & Remissions Policy

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Statement of intent

Gnosall St Lawrence Primary Academy 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. The purpose of this policy is to ensure that, during the school day, ALL children have full and free access to a broad and balanced curriculum in line with the vision, aims and values of the school.

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.

Signed by:



Chair of Governors

Date: 15 May 2017

1. Legal framework

1.1. 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 (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'
- 'Our Funding Agreement'

2. Charging for education

2.1. We will not charge parents or carers 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.

2.2. We may charge parents or carers 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

3. Optional extras

3.1. We may charge parents or carers 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.
 - Religious education.
- 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

3.2. 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

3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy for any pupils wishing to participate but whose parents or carers 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.

3.4. 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.

4. Examination fees

4.1. 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 body or LA originally paid or agreed to pay the fee.

5. Examination re-sits

5.1. 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.

5.2. If a pupil or their parents or carers 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 or carers. 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.

6. Voluntary contributions

6.1. When organising school trips or visits to enrich the curriculum and the educational experiences of the children, the school invites parents or carers to contribute to the cost. All contributions are voluntary. In these circumstances no pupil will be prevented from participating because his/her parents or carers cannot or will not make a contribution. If an activity cannot be funded without voluntary contributions, we will make this clear to parents or carers at the outset. We will also make it clear that there is no obligation for parents or carers to make a contribution, and notify parents or carers whether assistance is available.

- 6.2. No child will be excluded from an activity simply because their parents or carers 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. However, if insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.
- 6.3. Parents or carers must inform the school that they are unwilling to make the voluntary contribution via the reply slip for the activity, otherwise it will be assumed that they consent to making the payment
- 6.4. We will strive to ensure that parents or carers do not feel pressurised into making voluntary contributions.
- 6.5. The following is a list of additional activities, organised by the school, which may require a voluntary contribution from parents. These activities are known as “optional extras”. This list is not exhaustive:
 - Visits to museums and other places of educational interest
 - Sporting activities which require transport and fees
 - Outdoor adventure activities
 - Visits to or by theatre companies
 - Visits to the school by people of educational activities (e.g. animal man)
 - Musical events

7. Music tuition

- 7.1. 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 or carers.
- 7.2. There is a charge for individual or small group music tuition and this is offered by a qualified visiting music teacher. We make a charge for these lessons, but parents in receipt of state benefits may be exempt from payment.
- 7.3. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

8. Transport

- 8.1. 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 body 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.

9. Residential visits

The children go on a three-day residential trip in Year 4, and a five-day residential trip in Years 5 and in 6. Charges will be made for board and lodging (and where necessary for travel), but not for educational expenses.

9.1. 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.

9.2. Parents or carers 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:

- Universal Credit
- 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

If parents are having difficulties paying for any trips, they are advised to contact the school office.

10. Education partly during school hours

10.1. 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.

10.2. 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.

10.3. **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.

10.4. The remission of charges for board and lodging payments is the responsibility of the school. These costs will be borne by our contingency funds

10.5. Any charges for extended day services will be optional.

11. Damaged or lost items

- 11.1. The school may charge parents or carers for the cost of replacing items broken, damaged or lost due to their child's behaviour.

12. Clubs

12.1. There is a variety of clubs offered to the various year groups in the school run by external professionals (e.g. football, Mini-Olympians, gymnastics, Zumba etc.). Charges are made for these club sessions, as the coaches are external and not part of the Gnosall St Lawrence CE Primary Academy school staff. Charging arrangements are between the coaching provider and parents or carers directly.

12.2. Before and after-school wrap-around care and extra Pre-School hours, subject to availability, are offered by the school. These provisions are subject to their own terms and conditions which reflect this Policy, the over-arching principles of which are:

- There is no credit period in operation - sessions booked must be paid for in advance and
- There is no refund facility available; sessions booked must be paid for even if children do not subsequently attend, with or without notice of non-attendance.

Pre-School and the Before and After School Club set their own tariffs as decided by the Governors' Finance Committee. These tariffs will be subject to annual review by the Governors' Finance Committee.

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 or carers in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

13.3. To request assistance, parents or carers should contact the school business manager via office@st-lawrence.staffs.sch.uk, or by telephone 01785 822391 or in person at the school.

14. Monitoring and review

14.1. This policy will be reviewed **annually** by the **Finance and Personnel Committee**