

**Cowes Primary  
School**



**Charging & Remissions Policy**

**Reviewed by:** Full Governing Body

**On:** May 2024

**Next review due:** May 2025

**Chair of Governors :** Sue Cox

**Signature:** *Sue Cox*

<b>Version History</b>		
<b>Version</b>	<b>Date</b>	<b>Description</b>
V1.1	May 2023	Updated voluntary contributions; addition of residential visits; update to remissions
V1.2	May 2024	Clarification of voluntary contributions; clarification of method of charging arrangements for music tuition

# COWES PRIMARY SCHOOL

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## CHARGING AND REMISSION POLICY

### 1. **Statement of Intent**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, visits and residential experiences can make towards pupils' personal and social education. The school 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 admissions to the school.
- To inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions.

The Governing Body aims to promote and provide such activities as part of a broad and balanced curriculum for all pupils at the school and as additional optional activities. This policy should be considered alongside the Isle of Wight policy on charging and remission.

### 2. **Legal Framework**

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1996
- The Data Protection Act 2018
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- Freedom of Information Act 2000
- DfE (2018) 'Charging for school activities'
- DfE (2020) 'Governance handbook'

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- The school's Scheme of Delegation
- Finance Policy

### **3. Voluntary Contributions**

When additional activities are planned during school time parents may be invited to make a voluntary contribution towards the cost of the activity.

There will be no obligation to contribute and children will not be treated differently, or excluded from an activity, if no contribution is made.

In communications asking for voluntary contributions, we will ensure that the fact the contribution is voluntary is clearly stated.

The school reserves the right to cancel the activity if the total of voluntary contributions does not meet the cost of the activity e.g. visiting theatre groups, artists, writers or musicians, sports fixtures, visits to places of educational value, hire of films, the travel and activity elements of residential visits held largely within school time.

If a child is absent on the day of the activity and the activity or event is a unit cost, e.g. £5.00 per child; the contribution could be returned (on request). If however the activity or event is calculated as a collective cost and a child is absent, then the contribution will not be returned as commitment would have already been given for the activity to take place.

We will not charge parents for education provided during school hours or education provided outside schools hours if it is part of the national curriculum or part of religious education.

Any charges 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.

### **4. Residential Visits**

We will not charge for:

- The cost of supply teachers to cover for teachers accompanying pupils on visits.
- 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 or part of religious education.
- If 50 percent or more of 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.
- 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.

### **5. Charges**

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Activities in school hours: Charges may be made for the board and lodging element of residential activities that take place during school hours.

Activities out of school hours: A charge will be made to cover the full cost of each pupil for activities deemed to be optional extras taking place outside school hours e.g. residential visits taking place mainly out of school sessions, theatre visits, sporting and musical events, club activities held at lunch time or after school.

Music Tuition: All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music or vocal tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. The charges are set by Wight Music Tuition and are payable directly to them by parents. We give parents information about additional music tuition at the start of each academic year.

The charges for Music Tuition (England) Regulations 2007 allow for charges to be made to cover the cost of providing vocal or instrumental tuition to a pupil individually or to groups of any size- provided that the tuition is at the request of the parents. This charge may include the purchase of music, instruments (or hire of instruments), minor repairs to loaned instrument and case, and such items that need replacement on account of wear and tear or misuse. Parents/Guardians will also be expected to pay in full any examination fees of the Associated Board and transport children to the examination centre, or to lessons elsewhere, at their own expense.

Materials: Charges may be made to cover the cost of materials used to produce a finished article, which parents have indicated in advance that they wish to own, i.e. for Food and Textiles, Design and Technology, Art and Design

Breakages: Parents will be asked to pay the full cost or a reasonable amount towards the cost of replacing a broken window or repairing damage to furniture and fittings, fire extinguishers, defaced, damaged or lost books/materials where this is the result of poor pupil behaviour.

Community Use: Schools are allowed to provide facilities that can be used by the local community, for example out of hours/holiday childcare. These facilities further any charitable purpose for the benefit of the pupils at the school or their families, or people who live or work in the locality in which the school is situated. Schools can charge for the use of these facilities and a profit can also be generated, providing it is spent on the purposes of the school and/or on community facilities.

A charge per child per session for after school clubs run by the school (internal providers) is payable to contribute to the costs for resources and staffing as required. There will be some flexibility for the Cookery Club.

A charge per child per session (dependent on numbers) for after school clubs run by external providers is payable to contribute to the costs for employing the provider.

Please note – Some external providers will set their own charges per child per session.

In order for children to secure their place at their preferred after school, club fees must be paid in advance up to half term and are 'non - refundable'.

### Transport

We will not charge for:

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

## **6. Other charges**

Copies of information/records can be provided at the school's discretion and subject to Data Protection/Freedom of Information Act requests; the school reserves the right to make a charge in line with the school's Model Publication Scheme.

Any report or data that is requested on a child for the purpose of a third party private assessment requested by a parent (e.g. Mid-year pupil progress report for solicitors, private psychologist reports or solicitors reports) will be charged at an agreed rate by the Headteacher in discussion with the Chair or Vice-chair of Governors. This rate will include a cost for staff time to sort and collate the relevant information (not less than £10 per hour) as well as photocopying charges (not less than 10p per sheet) and postage.

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

## **7. Remissions**

No charge will be made for the vocal or instrumental tuition in respect of a pupil who is looked after by a local authority (within the meaning of section 22(1) of the Children's Act 1989).

The governing body may decide to reduce the cost for those children in receipt of pupil premium funding or facing financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made.

In the cases of family/financial hardship which makes it difficult for pupils to take part in particular activities for which a charge is made, the Governing Body will invite

parents/guardians to apply in confidence for the remission of charge in part or in full. 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. Authorisation of remission will be made by the Headteacher.

## **8. School Trip Refunds**

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with the initial information about the school trip. If the school trip is covered by insurance, including the deposits in certain circumstances, then the school reserves the right to only refund parents, when the school has recovered the costs from the insurance company.

In the event the school trip is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents. The Headteacher will take into account the cost to the school, including the alternative provision cost. In the event the school trip is postponed, it will be the Headteacher's discretion, whether the money is carried forward until the trip takes place; the money is transferred to another trip or whether a refund is given to parents.

If parents cancel their child's place on a trip, it is at the Headteacher's discretion whether a refund is given to parents, taking into account why the trip was cancelled, whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

If a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the Headteacher's discretion whether a refund is given to parents, taking into account whether the school will be reimbursed for the pupil's place on the trip and whether the place on the trip can be offered to another pupil.

Each request for cancellation will be dealt with on a case-by-case basis ensuring that all pupils and their families are treated equally.

If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

## **9. Public Liability Insurance**

Unless the provider of services is employed by the L.A on a contract (including 0 hours contract) or working voluntarily for expenses only, the provider of services will be expected to have in place, Public Liability Insurance up to £10 million (minimum £1 million). Proof of this insurance must be provided to the school.

## **10. Freedom of Information Policy and Publication Scheme**

The school's Freedom of Information Policy and Freedom of Information Publication

Scheme sets out where fees may be charged for the provision of information.

**11. Further Guidance**

Charging for school activities – Departmental advice for governing bodies, school leaders, school staff and local authorities. Department for Education, updated May 2018. The purpose of this departmental advice is to help governing bodies, school leaders, school staff and local authorities set out their policies on charging and remission for school activities and school visits.

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

The charges for Music Tuition (England) Regulations 2007.



Signed by Headteacher: .....

Date: May 2024

Review Date: May 2025