



EDMUND WALLER PRIMARY SCHOOL

## CHARGING AND REMISSIONS POLICY

Approved by the Governing Body on (date):	06 December 2022
Signed (Headteacher):	Anne Rennie
Signed (Chair of Governors):	Arjun Mehdi
Signed (Link Governor):	Isar Bhattacharjee
Next Review Date (term/year):	Autumn 2023

## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449-462 of which set out the law on charging for school activities in England.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

### 4.2 Headteacher

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

## 5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

## 5.3 Residential 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
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
  - Supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit

## 6. Where charges can be made

Below we set out what we **can** charge for:

### 6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision
- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

## 6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
  - Religious education
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- 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 (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

## 6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the national curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

## 6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

## 6.5 Late collection of children

Under the Education Act 1996 (S457) and relevant Regulations the school governing body has the power to impose a charge on parents or carers who fail to collect their child from school within a reasonable time after the close of the school day or after a school activity.

The Governing Body accepts that it is the responsibility of the school to ensure parents and carers are notified of the timing of the school day or after school activity and also when those times are varied for a specific event or date.

The Governing Body has decided that (except in emergency situations) where children are not collected from the school within fifteen minutes after the school day or after school activity ending, a charge will be made to the child's parent/carer. This charge will be increased each 15 minutes thereafter that the child is not collected.

### The Charging Arrangement

In cases where a child is not collected within 15 minutes of the end of the school day or after a school activity a charge of £5.00 will be made to the parent/carer for the first 15 minutes of non-collection, and then £1.00 thereafter for each minute that the child is not collected. The purpose of the charge imposed is to meet the additional costs in salary and resources that the school incurs from the late collection. The parent will be issued with an invoice and expected to pay within a date set on the invoice. Failure to pay will lead to further action being taken.

The headteacher has the discretion not to impose a charge where satisfied that the late collection is due to an emergency.

Should a parent fail to collect the child within one hour then the headteacher will contact Children's Services to notify them that a child has been left at the school.

### Persistent Late Collection

If a family is persistently late in collecting a child then the Headteacher will consider taking further action that may include a referral to the Education Welfare Service.

## 7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include (this list is not exhaustive): sporting activities, which require transport expenses, outdoor adventure activities, visits to the theatre, musical events

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it may have to be cancelled.

## **8. Activities for which we charge**

The school will charge for extracurricular clubs. The charges for each activity will be determined by the governing board and reviewed in the Summer Term each year. Parents will be informed of the charges for the coming year in the Summer Term each year.

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the Headteacher and governing board, and will depend on the activity in question.

### **9.1 Remissions for residential visits**

Parents/Carers whose children are eligible for Free School Meals may be able to claim a discount from the school for the cost of board and lodging, but other costs would have to be met by the parent/carer.

### **9.2 Remissions for Wraparound Care (EWrap)**

To ensure we support our staff who need childcare, Edmund Waller has the following staff rates for wraparound provision:

Staff Breakfast Club = Free

Staff After School Club = £5 per session

At times we offer the same rates as above to our wider school community, based on a number of factors - Pupil Premium Grant, Free School Meals etc

As a school we reserve the right to wave the fees entirely, when done so to support a family and for a limited period only. This is at the headteacher's discretion.

## **10. Monitoring arrangements**

The Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager / Finance Link Governor(s) every year.

At every review, the policy will be approved by the Headteacher/Finance Link Governors(s).

## Appendix 1

<b>Payment Item</b>	<b>Charge/Fee</b>	<b>Effective Date</b>
Group Instrumental Lessons (Early Birds)	£65.00	01/09/22
Instrument Hire	£10-20	01/09/22
Before and After School Enrichment Clubs	£45.00	01/01/23
After School Club	£10.00	01/09/22
Breakfast Club	£4.00	01/09/22
Pupil School Meals	£2.45	01/01/23
Adult School Meals	£3.50	01/09/22
Nursery Lunchtime (45 mins) Cover (excluding meal)	£4.50	01/09/22
Nursery Additional 15 Hours	£90.00	01/09/22