



# Carter's Charity Primary School

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## CHARGING AND REMISSIONS POLICY

### INTRODUCTION

This charging and remissions policy complies with statutory requirements, has regard to the Authority's policy statements on charging and is reviewed on an annual basis.

### CHARGING POLICY

#### Activities without charge

There will be no charge for the following activities:

- education provided wholly or mostly during school hours. This includes the supply of any materials, books, instruments, other equipment and also transport provided in school hours to carry pupils between the school and an activity;
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the pupil is being prepared for at the school, or part of religious education;
- Instrumental and vocal music tuition for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent / carer.
- entry for a prescribed public examination including re-sits provided that a pupil has been prepared for it at the school.

#### Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

- any children of parents who do not wish to contribute will not be treated any differently;
- where there are insufficient contributions to make the activity viable, or the school cannot fund it from some other source, then the activity will be cancelled.

#### Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;

- Optional extras (see below);
- Music and vocal tuition, in limited circumstances. (See Appendix B);
- Certain early years provision (see the Education (Charges for early years provision) regulations 2012);
- Community facilities. (See s27 education act 2002).

### ***Optional Extras***

- Charges may be made for some activities which are detailed below:
  - 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;
    - part of religious education.
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- Board and lodging for a pupil on a residential visit (subject to remission arrangements)
- Extended day services offered to pupils (for example breakfast club, after-school clubs, tea and supervised homework sessions where this is run under the responsibility of the governing body).
- In 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, this includes supply teachers engaged specifically to provide the optional extra; and
  - 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

## **Bus**

- The morning and afternoon school bus is an independent service run through school and open to pupils on roll
- Places are chargeable – the current rate per place per journey will be shown on your child's ParentPay account
- Places are limited to the maximum number of seats available and must be booked in advance through ParentPay or the through the school office
- If the bus is oversubscribed; the last place/s booked will be cancelled and families are notified by phone/email/dojo
- Booked places for the morning and / or afternoon school bus will be charged if cancelled with less than 24 hours' notice
- If a pupil is returned to school after non-collection from the afternoon bus; the pupil will be placed in our after school club and charged for the session (current pricing is shown in child's ParentPay account).

## **Before and After School Childcare – 'Super Stars'**

- The breakfast and after school club service is run through school and open to pupils who are on roll
- Places are chargeable – the current rate per pupil is shown on your child's ParentPay account
- Places are limited dependant on staffing; places must be booked in advance through ParentPay or through the school office
- Booked places for breakfast and/or after school club will be charged if cancelled with less than 24 hours' notice
- If a pupil is not collected in the time booked, there may be further nominal charges for extended cover if late collection to the discretion of the Headteacher/SLT.

## **ParentPay – Balances**

- If at the time your child leaves our school, there is a credit balances totalling £5.00 or less – this will not be refunded as the bank/ParentPay charges/costs involved would make the amount negligible and have a deficit to the schools budget.

## **Remissions Policy**

- Children in receipt of free school meals as a result of family circumstance and those who are eligible for Pupil Premium support will receive support for costs and a charge levied reflective of their circumstance.
- With regards trips and visits, this charge is usually related to transportation.
- Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

## APPENDIX B

### MUSIC TUITION

Link to Government guidance: -

[https://www.legislation.gov.uk/ukxi/2007/2239/pdfs/ukxiem\\_20072239\\_en.pdf](https://www.legislation.gov.uk/ukxi/2007/2239/pdfs/ukxiem_20072239_en.pdf)

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, 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 who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989). Children Act 1989 (legislation.gov.uk)