



Colwall CofE Primary School and Nursery

Charging and Remissions Policy

Sparkling Curiosity, Unleashing Potential

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Statement of intent

Colwall CofE Primary School and 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.

The school will:

- Never charge for education provided during school hours.
- Inform parents on low incomes and in receipt of relevant benefits of the support available to them when asking for contributions towards the costs of school visits.

Our Christian Values as a key aspect in our Charging and Remissions Policy:
“Let your light shine”



... in relationships, as we trust ourselves and others.



... in learning, as we encourage our curiosity.



... in the community, as we develop the courage to light the lives of others.

Christian Value	Our Intent	Implementation (What We Will Do)	Impact (What You Will Be Able to See)
Trust	Establish a transparent and fair Charging and Remissions Policy that builds trust among parents and the community regarding financial contributions.	<ul style="list-style-type: none"> - Develop a clear and accessible Charging and Remissions Policy that outlines what charges will apply and the rationale behind them. - Ensure the policy is communicated effectively to all parents and stakeholders, including being available on the school's website. 	<ul style="list-style-type: none"> - Increased confidence among parents in the fairness and transparency of financial expectations. - Higher levels of parental engagement and understanding of the policy. - A community that feels informed and supported in financial

		<ul style="list-style-type: none"> - Provide opportunities for parents to discuss any concerns or questions regarding charges and remissions. 	<p>matters related to the school.</p>
Curiosity	<p>Encourage a culture of inquiry where parents and pupils feel comfortable asking questions about charges and remissions.</p>	<ul style="list-style-type: none"> - Host information sessions or workshops to explain the Charging and Remissions Policy and its implications for families. - Provide detailed information about what activities may incur charges and the rationale behind these decisions. - Encourage feedback from parents and pupils to understand their perspectives on the policy. 	<ul style="list-style-type: none"> - Parents and pupils demonstrate a better understanding of the financial aspects of school activities. - Increased participation in discussions about the policy and its impact on families. - A culture where curiosity about financial contributions is welcomed and addressed.
Courage	<p>Empower parents and pupils to advocate for their needs regarding financial contributions and seek support when necessary.</p>	<ul style="list-style-type: none"> - Clearly outline the process for applying for remissions and the criteria used to assess applications. - Provide guidance and support for families facing financial difficulties, ensuring they feel comfortable reaching out for help. - Recognise and support families who take the initiative to discuss their financial concerns with the school. 	<ul style="list-style-type: none"> - Increased willingness among parents to seek support regarding charges and remissions. - More successful applications for remissions due to clear guidance and support. - A supportive environment where families feel empowered to engage with the school about financial matters.

1. Legal framework

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

- Education Act 1996
- Children Act 1989
- 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
- Debt Recovery Policy
- Freedom of Information Policy
- Freedom of Information Publication Scheme
- Finance Policy

2. Roles and Responsibilities

The governing body

The governing body has overall responsibility for approving the charging and remissions policy but has delegated this to the Finance committee.

The governing body also has overall responsibility for monitoring the implementation of this policy but has delegated this to the Headteacher with annual review by the Finance committee.

The Headteacher

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

Staff

Our 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 senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

Parents

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

3. Activities without charge

There will be no charge for the following activities:

- Education provided during school hours (including the supply of any materials, books, instruments and other equipment)
- Education provided outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- There will also be no charge where instrumental and vocal music tuition 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 (see further details for music tuition where charges may be applied — see paragraph (a) under the chargeable activities section in this document)
- Instrumental and vocal tuition for children in care

4. For transport facilities – schools cannot charge for

- Transporting registered pupils to or from the school premises, where the local education authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated .
- Transport that enables a pupil to meet an examination requirement when he/she has been prepared for that examination at the school
- Transport provided in connection with an educational visit (though a voluntary contribution could be requested — see paragraph (b) optional extras — under the chargeable activities section in this document)

5. Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents/carers at the outset, although there is no obligation to make any contribution. For example; Reception Voluntary Cooking Donation.

Pupils will not be excluded from an activity simply because their parents and carers are unwilling or unable to pay.

It must be outlined that if insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then the school has the option to cancel the visit/activity.

If a parent is unwilling or unable to pay, their child will be given an equal chance to go on the visit.

6. Chargeable Activities

a) Music Tuition

- 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. These regulations also allow for charging for tuition in larger groups than was previously the case.
- 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 and carer. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

b) Optional extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments or equipment.

Optional extras are defined as:

- Education provided outside of the 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; or
 - 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;
- Extended day services offered to pupils (for example breakfast club, after school club, and supervised homework sessions). The school currently operates a breakfast club and after school clubs, for which charges are made. The current charge for each breakfast club and each after school session is £5 per child per

session. These charges are paid in advance, with no refunds for any unused days.

- Any child not collected at the end of the school day by 3.20pm (where they are not attending an extra-curricular activity) will be placed in the after school club and the appropriate rate charged for that day
- The school also has after school clubs for extra-curricular activities — the charges will be notified to parents in advance of the commencement of the clubs. The costs are as advertised from time to time; for the Pupil Premium Grant Pupils (PPG) there will be no charge for one pre-chosen extracurricular activity.
- The school also arranges external curriculum visits/trips and in-house workshops, and any voluntary contributions required for these activities to enhance the pupils learning and development will be notified to parents at the relevant time during the year (see further details under the voluntary contributions section of this policy).

When calculating the cost of the optional extras being charged by the school, the following costs may be included in the calculation

- Any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings, accommodation and services provided by third parties;
- 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

c) Damaged or lost items

The school may charge for the cost of replacing items that are damaged or lost due to the negligence or poor behaviour of pupils or their parents. Parents will only be charged the replacement cost to purchase the same or equivalent item. The school will consider waiving costs in exceptional circumstances, e.g. financial hardship.

7. Residential Visits

The school can charge for board and lodging costs for a residential visit, but the charge must not exceed the actual cost of the visit. Parents and carers who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit

- Child Tax Credit (provided that Working Tax Credit is not also received and the family's annual gross income does not exceed E 16,190)
- Working Tax Credit run-on (this is paid for 4 weeks after an individual stops qualifying for Working Tax Credit)
- Universal Credit (if the application was made on or after 1 April 2018, the family's income must be less than E7,400 per year — after tax and not including any benefits)

The school will provide a form for parents to submit and provide proof of receipt of one of the above benefit payments in order to be eligible for the exemption.

8. Remissions Policy

The school will set aside a fund to enable parents in financial difficulty to send their children on visits and activities. The funding will be 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 or activity cannot be met through assistance funding and voluntary contributions, the trip or activity will be cancelled.

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

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, provided that they are not also entitled to Working Tax Credit and they have an annual gross income of no more than £16,190
- Working Tax Credit run on – paid for four weeks after they stop qualifying for Working Tax Credit.
- Universal Credit – if they apply on or after 1 April 2018, their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

To request assistance, parents should contact Norman Moon, (Finance officer) via finance@cotwall.hereford.sch.uk

9. School Trip Refunds

All initial deposits for school trips will be non-refundable. Parents will be informed of this when they are provided with initial information about the trip.

In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions will be refunded. In the event that a school trip is cancelled by a party other than the school due to unforeseen circumstances, it is at the school's discretion as to whether a refund is given to parents.

In the event that a pupil or their parents cancel the pupil's place on a trip, it will be at the school's discretion as to whether a refund is given. The school will take into account the reason for cancellation, 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.

Where a pupil or their parents have previously cancelled a place on a trip and received a full refund, the school will have the right to refuse to allow the pupil to attend future trips and visits.

In the event that a pupil cannot attend a trip at the last minute, e.g. due to illness, it will be at the school's discretion as to whether a refund is given. The school will take 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.

In the event that a school trip is postponed due to unforeseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

In the event that the decision is made to postpone a trip due to foreseen circumstances, it will be at the school's discretion as to what happens with the parental contributions for the trip. The school will consider its options, which could include carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents.

Once trip arrangements have been booked and confirmed, if contributions exceed the total cost of the trip, a refund will be given where the excess is greater than £1 per pupil.

The school will deal with cancellations and refunds 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 will be able to do so via the Complaints Procedures Policy.

10. Freedom of Information Policy and Publication Scheme

The school's Freedom of Information Policy and Freedom of Information Publication Scheme will set out where fees may be charged for the provision of information.

11. Monitoring and Review

This policy will be reviewed at least annually by the governing board.