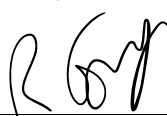


Down Ampney C of E Primary School Charging and Remissions Policy

Please note that, while the DfE's 'Charging for school activities' guidance is advisory, all schools are required to have a Charging and Remissions Policy, in accordance with the DfE's "Statutory policies for schools and academy trusts".

Signed by:



Headteacher

Date: 25 February 2024



Chair of governors

Date: 25 February 2024

Contents:

Statement of intent

1. [Legal framework](#)
 2. [Charging for education](#)
 3. [Optional extras](#)
 4. [Examination fees and resits](#)
 5. [Voluntary contributions](#)
 6. [Music tuition](#)
 7. [Transport](#)
 8. [Residential visits](#)
 9. [Education partly during school hours](#)
 10. [Breakfast and After School Clubs, Swimming and Educational Visits](#)
 11. [Damaged or lost items](#)
 12. [Remissions](#)
 13. [School trip refunds](#)
 14. [Monitoring and review](#)
- A. [Charges and Debt Policy for Breakfast and After School Clubs, School Lunches, Swimming and Educational Visits](#)

Statement of Intent

Down Ampney C of E Primary 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 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 towards the costs of school visits.

Please note that while this policy may be more or less generous than the LA's, we have ensured it meets the requirements of the law.

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](#)
- [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. Charging for education

Parents will not be charged 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 RE.
- Instrumental or vocal tuition, unless 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 resits, if the pupil is being prepared for the resits at the school.

We may charge parents for the following:

- Materials, books, instruments or equipment, where they desire their child to own them
- Optional extras
- Music tuition (in certain circumstances)
- Vocational tuition (in certain circumstances)
- Certain early years provision
- Use of community facilities
- Provision of information within the scope of freedom of information.

3. Optional extras

We may charge parents 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
- RE
- 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

When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Buildings and accommodation
- Employment of non-teaching staff
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra
- Teaching staff employed to provide vocal tuition or tuition in playing a musical instrument

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. A subsidy will not be charged for any pupils wishing to participate but whose parents are unwilling or unable to pay the full charge. If a proportion of the activity takes place during school hours, the school will not charge for the cost of alternative provision for those not participating.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

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 prerequisite for the provision of an optional extra.

If a charge is to be made for a particular activity, such as optional extras, parents will be informed of how the charge will be calculated.

4. Examination fees and resits

The school 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 board or LA originally paid or agreed to pay the fee.

Where a pupil is entered for a second or subsequent attempt at an examination, the school will pay the fee. Once pupils have left the school, resits must be taken at the school.

If a pupil or their parent 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 parent. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent or pupil will have their fees refunded.

5. Voluntary contributions

The school may, from time-to-time, ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset. There is no obligation for parents to make a contribution and parents will be notified regarding whether assistance is available.

No pupil will be excluded from an activity simply because their parents 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 and the school will set out how places will be allocated from the outset. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled and this will be made clear to parents.

The school will strive to ensure that parents do not feel pressurised into making voluntary contributions. Measures which may make parents feel pressured, such as colour coded letters and direct debit or standing order mandates, will not be sent when the school requests contributions.

6. Music tuition

Instrumental and vocal 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. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

Charging will not be made if the teaching is an essential part of the national curriculum.

Charging will also not be made if the teaching is provided under the first access to the KS2 Instrumental and Vocal Tuition Programme.

No charge will be made in respect of pupils who are LAC.

7. Transport

The school 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 board 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.

8. Education partly during school hours

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.

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 the school may charge for the activity; however, the school 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 RE.

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, the school will not charge for the activity.

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

Any charges for extended day services will be optional.

9. Residential visits

The school 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 RE.
- Supply teachers to cover for teachers accompanying pupils on visits.

The school may charge for board and lodging, but the charge will not exceed the actual cost. Parents 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:

- 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 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)

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

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, the school will not charge for the activity.

10. 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.

11. Remissions

The school has set aside a small fund to enable parents in financial difficulty to send their children on visits and activities. The funding is limited and there is no guarantee that all requests can be met. Assistance will be allocated on a need's 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 the SBM via:

admin@downampney.gloucs.sch.uk

12. Breakfast and After School Clubs, School Lunches, Swimming and Educational Visits

The school will charge for the provision of Breakfast and After School Clubs, School Lunches, Swimming and Educational Visits. These will be reviewed not later than every two years. Details regarding payment and non-payment are provided at Annex A. Parent/Carers

will be required to sign an agreement to confirm their understanding and acceptance of the policy terms for these activities.

13.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 headteacher's discretion as to whether a refund is given to parents. The headteacher will consult the governing board on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that a pupil or their parents cancel the pupil's place on a trip, it is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, taking 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 has 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 is at the headteacher's discretion as to whether a refund is given. The headteacher will consult the governing board on the matter, 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.

In the event that a school trip is postponed due to unforeseen circumstances, it is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, 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 is at the headteacher's discretion as to what happens with the parental contributions for the trip. The headteacher will discuss options with the governing board, 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. If the excess is less than £1 per pupil, this will be paid into the school's account. Excess expenditure will be subsidised by the school fund.

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 can do so via the Complaints Procedures Policy.

14. Monitoring and review

This policy will be reviewed every two years by the governing board and headteacher.

Charges and Debt Policy for Breakfast and After School Clubs, Swimming and Educational Visits

Parent Agreement

Parent/Carers will be required to sign a copy of this policy to confirm their understanding and acceptance of the policy terms.

Charges

Parents/carers will be given a minimum of one months' notice of any changes to the published charges with reference to before and after school clubs. Charges will be reviewed not later than every two years. Breakfast and after school club sessions will be charged if less than 48 hours' cancellation notice is given. **See Appendix 1 for charges.**

Voluntary Contributions

Other charges, such as for school trips, swimming and other curriculum activities, may require a voluntary contribution. If sufficient voluntary contributions are not made the school will not pursue unpaid contributions, however the activity may need to be cancelled. For more information, please speak to the office to view our Charging and Remissions Policy.

Payment Methods

Payments can be made through the on-line payments system 'ParentMail', which accept debit/credit cards and childcare vouchers. Cheques and cash payments should be handed in to the school office. Please note that childcare vouchers can only be used for before and after school care, swimming and educational trips. They cannot be used for school lunches.

Payments and Non-payment

Before and After School Care: - reminders will be sent out at the end of the month, if the debt is not paid at the end of the month then the payment will roll over each month until paid. If the debt exceeds over £35 and no payment is made, then all sessions will be withdrawn until payment is made in full.

Any unpaid invoices will be vigorously pursued, and the school may take legal action to recover any money owing to it.

If you are struggling or in financial difficulty and are unable to pay, then please come and see the Headteacher/School Business Manager to discuss the situation so that an arrangement can be put into place for the debt to be cleared down.

Parental Agreement

Parent/Carer Signature:

Date:

Parent/Carers Name:

Name of child(ren):

Charges from 1st September 2023 to 31st August 2025

Breakfast Club Fees: - Monday to Thursday -7.45-8.30am - £4.00 per child

After School Club Fees: -Monday to Thursday - 3.00pm-5.00pm - £7.50

This will be booked and paid for through our online booking system on ParentMail. Bookings need to be booked no later than two days before. We currently accept the following childcare vouchers, Sodexo, Care-4, Edenred and Computershare. If you use another scheme then please pass details on to the School Business Manager so that we can sign up to them.

Both breakfast and after school provisions will be offered if bookings have been made. The provision will only be cancelled if there are no bookings or for exceptional circumstances. If your child is in receipt of Free School Meals (not UNIFSM) and you would like them to attend breakfast club then please speak to the School Business Manager.

**If you have any queries, please contact the School Business Manager via email at
admin@downampney.gloucs.sch.uk**