

Jennett's Park CE Primary

Charging and Remissions Policy



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1 Overview

Our aims here at Jennett's Park are to ensure we live out our vision: Empowering our children to flourish and achieve under God's love. This comes from the passage in the bible where Jesus says: I have come to let you live life in all its fullness (John 10:10).

Our Rainbow Promise underpins everything we do at school. Just as the Rainbow was a sign of God's promise to Noah, that from that moment God would enable Noah and the people of the earth to flourish and experience life in all its fullness, we promise to do our best to enable all the pupils and adults of our school to flourish academically and professionally so that they might reach their potential.

The Rainbow is also a symbol of the diversity of our school community, as a church school, we recognise that we are all created and valued by God, and so, as a school community, we commit to care for and value each other.

The dove symbolises our need to persevere in some aspects of life as it is not always the first time we find success. It was not the first time that Noah had tried to find dry land and so we seek strength within ourselves and from God to achieve.

All children and young people have a right to a primary education, which should be free. Our aim is that learning at Jennett's Park CE Primary School should empower children. It should celebrate success and progress for all. It is a key part of our role as the heart of our local community.

These are our Promises to keep to our children. They enable us to be able to serve the common good with our work as part of the Church of England. By following our Promises, we know our curriculum suits our local needs

At Jennett's Park we are:	Our Promises:
Educating for Wisdom, Knowledge and Skills	To help grow resourceful, resilient and reflective children who are equipped with the skills, knowledge and tenacity to empower themselves and their learning throughout their lives.
Educating for Hope and Aspiration	To inspire and enrich lives beyond current opportunities and experiences in order to open minds to the potential their future holds.
Educating for Community and Living Well Together	To be a multi-cultural, inclusive community of individuals, who are loved by God, who feel valued and involved, where we create qualities of character to enable people to flourish.
Educating for Dignity and Respect	That children might know how much they are loved and valued so that they might show dignity and respect for themselves and others by carefully and safely thinking through their actions.

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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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 to 462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

This policy complies with our funding agreement and articles of association.

Please read in conjunction with our Nursery policy which sets out charges there within.

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 Local governing board

The local 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.

Responsibility for approving the charging and remissions policy and monitoring its implementation has been delegated to the Finance Committee.

4.2 Headteachers

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 that 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/carers

Parents/carers 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/carer

- 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 (LA) has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or LA has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when they have 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, covering for 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/carer wishes the child 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
- 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 LA 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/carers 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 that 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/carer.

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.

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/carers to fund activities that would not otherwise be possible. Larger donations are alerted earlier and longer payment options given.

Please see table below in Section 8, for an example of some of the activities the school may ask parents/carers for voluntary contributions.

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

If the school is unable to raise sufficient funds for an activity or visit, it will be cancelled.

8. Activities we charge for

The following is a list of additional activities organised by the school, which require voluntary contributions from parents.

There are also activities that fall in addition to the curriculum and are known as 'optional extras'.

This list is not exhaustive:

Voluntary Contributions	Optional Extras
• Visits to Museums	Musical Lessons
• Sporting activities which require transport expenses	Wraparound Care
• Outdoor adventure activities	Donations for events eg 20p fair
• Visits to the theatre	
• School trips	
• Workshops in school	
• Transport costs for all school trips and experiences	

The voluntary unit cost charge is calculated using the total cost of the school trip/experience and dividing it by the number of children on roll within the relevant cohort.

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 governing board and will depend on the activity in question.

We make consideration if a family is in need of any help and may remit wholly or partly any charge that would otherwise be payable. Examples might be of a family needing urgent care to look after a family member, bereavement, preventative safeguarding measures to reduce risk to the child. This is pre-agreed and recorded by the headteacher and should not normally be longer than 6 week (half term) duration at a time. At each 6 weeks the school will internally review and offer discrete extensions where possible. The information is reviewed on a need-to-know basis but logged via the school safeguarding software.

Parents will be helped if they are in receipt of Free School Meals. See Nursery policy for charges.

9.1 Remissions for residential visits

Parents/Carers of children in receipt of free school meals are eligible for a 50% subsidy on the educational visit proportion of a residential trip, but must pay board and lodging in full.

9.2 Remissions for part fees or trips

Parents/Carers of children in receipt of free school meals (Early Years Pupil Premium EYFSP or Pupil Premium PP) are eligible for a 50% subsidy on day trips or workshops organised by the school during school hours.

10. Monitoring arrangements

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

This policy will be reviewed by the School Business Manager annually.

At every review, the policy will be approved by the Finance Committee.