Pound Hill Junior School

CHARGING AND REMISSIONS POLICY

Why do I need to know this?

- ✓ Explains when the school can ask for a voluntary contribution or require a charge
- ✓ Explains how the school charges for additional items
- ✓ Describes the process for requesting a refund

Adopted: Resources Committee in September 2021

Reviewed: July 2026

Review in: July 2028

Changes:
Governing Body from Governing Board
Changing the criteria to request reduced payments to reflect the difference in Free School Meals eligibility
Changes to qualifying groups listed under remissions
Changes to prices

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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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

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 Body

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

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Resources 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 Body 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)
- ✓ 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 Body 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.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- ✓ visits to museums and other places of interest.
- ✓ sporting activities which require transport expenses.
- ✓ outdoor adventure activities.
- ✓ visits to the theatre.
- ✓ school residential visits.
- ✓ workshops.
- ✓ musical events.

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 enough funds for an activity or visit then it will be cancelled.

Teachers will plan activities for the year group at the start of each academic year and administration staff will book each trip considering, and in line with, cancellation policies. When organising school trips, visits, plays or workshops which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. However, if insufficient voluntary contributions are received, the event will be cancelled.

Cancellation will be decided taking several factors into account:

- At least 95% of parents paying

or

- 2 parents not paying whichever the greater.

If an event goes ahead, it may include children whose parents have not paid any contribution.

Children will not be excluded from taking part if parents have been unwilling or unable to pay any contribution. However, to ensure the sustainability of the visit, the school may prioritise pupils whose parents are willing to pay the full amount (not including pupils in receipt of free school meals). The school may fund some of the total costs to support the visit.

When consenting to a day trip or residential, parents are agreeing to pay the full voluntary contribution.

Residential visits

Parents are requested to make voluntary contributions to cover the costs of tuition and transport. The residential will be cancelled if insufficient parents are willing to make this contribution. Parents of pupils who are in receipt of Free School Meals AND Pupil Premium (not Free School Meals Expanded) are only required to pay for the cost of the board and lodging but are encouraged to contribute further, where possible. This will assist the school to support as many children as possible.

For every residential trip, the school will set up a payment schedule. This schedule will be created in line with the cancellation policies of the setting and shared with parents. Parents cancelling a residential visit will incur costs in line with the setting's policy and incur a small administration cost. If the payment schedule is not adhered to, then the place may be cancelled and no refund given unless a replacement can be found. If full or agreed payment has not been received 5 working days before the residential begins, the place will be cancelled and no refund given.

The school aims to support parents to meet charges and voluntary contributions and will consider every request for assistance on a case-by-case basis.

We will ensure that disadvantaged pupils will have equal consideration for residential places across the year where more than one residential visit takes place and may be required to choose only one residential trip. Expressing an interest in a residential visit or trip does not guarantee a place. The school will allocate places following a closing date for expressing an interest. Pupils who have outstanding payments for previous visits may not be offered a place in the first instance.

8. Activities we charge for

The school will charge for the following activities:

- ✓ Breakfast and tuck. This cost of each item will cover the price of the item, and the associated additional costs involved.
- ✓ After School Clubs. The school offers a wide range of after school clubs run by adults associated with the school. Clubs offered by staff are charged at £10 per half term to cover the cost of resources and materials.
- ✓ Residential Visits. Charges made to cover the cost of board and lodging is not optional. ere the cost of board and lodgings is included within the full cost of the residential visit, the school will charge 50% of the cost of the setting and request parents to make voluntary contribution to cover the tuition, transport and other associated costs.
- ✓ School Lunches. The school aims to price meals broadly in line with those offered by West Sussex County Council. The school reserves the right to change the price of meals at any time. Parents are expected to pay for school lunches in advance. The school will not provide

food for pupils who have not paid for lunches or have accrued a debt of over £25 unless in exceptional circumstances.

- ✓ Hot school lunches can be ordered (and cancelled with refund or transfer) with 2 days' notice. School packed lunches can be ordered prior to 10am on the day. Lunches ordered after 10am or if no lunch has been ordered will be charged with an additional 50p surcharge.
- ✓ The school will not provide refunds for meals missed due to illness, cancelled or transferred with less than 2 days' notice or in exceptional circumstances such as unforeseen school closures. Any refunds given will incur a small administration charge. Children in receipt of free school meals will receive them until the school is notified that they are no longer eligible.

For regular activities, the charges for each activity will be determined by the Governing Body and reviewed in July each year. Parents will be informed of the charges for the coming year in September 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 governing Body and will depend on the activity in question.

9.1 Remissions for residential visits

Parents/carers who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of Body and lodging for residential visits:

- ✓ 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)

Refunds

If a school trip, visit, school lunch, play or workshop is cancelled by the school or by the provider, then parents have 5 working days to apply for a refund, full or partial, taking into account any expenses incurred by the school. This will include an administration fee and a transaction fee for payments made electronically. All refunds for trips and residentials will be offered in line with the cancellation policy of the provider.

Damage/Loss to School Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the full cost of replacement or repair or such lower cost that the Headteacher may decide.

Lettings and Hiring

The school will make its facilities available to outside users. The scale of charges will reflect each client's use of the building, facilities and consumables and will consider the West Sussex Lettings Policy. For users connected to the school e.g. staff, governors, local community groups, charges may be reduced to cover costs only.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing these services.

- ✓ Printing or photocopying (e.g. pupil reports), the school will charge 10p per black and white sheet and 15p per colour sheet
- ✓ Distribution of advertisement leaflets, the school will charge £10 per year group
- ✓ Other services will incur charges

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 Headteacher every two years or when significant changes are required.

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

Introduction

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
- ✓ Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

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.

It's also based on guidance from the DfE on statutory policies for schools and academy trusts.

Definitions

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

Roles and responsibilities

The Governing Body

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

Responsibility for approving the charging and remissions policy has been delegated to the Resources Committee.

Monitoring the implementation of this policy has been delegated to the Resources 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

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.

Parents/carers

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

Where charges cannot be made

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

1. Education

- ✓ Admission applications
- ✓ Education provided during school hours (including the supply of resources, books 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

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 Body 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

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

The school's charging policy is in line with DFE requirements and current legislation. The school aims to provide a broad and balanced curriculum and a rich and exciting learning environment. The delegated school budget is funded per pupil. This covers all costs such as staffing, building occupancy and consumables. It also covers all statutory teaching and learning curriculum needs, but charges may be levied or voluntary contribution requested to provide for specific activities. The charging policy is consistent with the school's equalities scheme and will ensure that no child or member of the school community is prejudiced on the grounds or race, gender, social status or sexual orientation.

Voluntary contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Teachers will plan and activities for the year group at the start of each academic year and admin staff will book each trip considering, and in line with, cancellation policies. When organising school trips, visits, plays or workshops which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the event. All contributions are voluntary. However, if insufficient voluntary contributions are received, the event will be cancelled.

Cancellation will be decided taking several factors into account:

- At least 95% of parents paying

or

- 2 parents not paying whichever the greater.

If an event goes ahead, it may include children whose parents have not paid any contribution.

Children will not be excluded from taking part if parents have been unwilling or unable to pay any contribution. However, to ensure the sustainability of the visit, the school may prioritise pupils whose parents are willing to pay the full amount (not including pupils in receipt of free school meals). The school may fund some of the total costs in order to support the visit.

The following is a list of additional activities organised by the school, which may require voluntary contributions from parents. This list is not exhaustive:

- ✓ visits to museums and other places of interest;
- ✓ sporting activities which require transport expenses;
- ✓ outdoor adventure activities;
- ✓ visits to the theatre;
- ✓ school residential visits;
- ✓ workshops;
- ✓ musical events.

When consenting to a day trip or residential, parents are agreeing to pay the full voluntary contribution.

Residential visits

Parents are requested to make voluntary contributions to cover the costs of tuition and transport. The residential will be cancelled if insufficient parents are willing to make this contribution. Parents of pupils who are in receipt of free school meals are only required to pay for the cost of the Body and lodging but are encouraged to contribute further, where possible. This will assist the school to support as many children as possible.

Charges made to cover the cost of board and lodging is not optional. Where the cost of board and lodgings is included within the full cost of the residential visit, the school will charge 50% of the cost of the setting and request parents to make voluntary contribution to cover the tuition, transport and other associated costs.

For every residential trip, the school will set up a payment schedule. This schedule will be created in line with the cancellation policies of the setting and shared with parents. Parents cancelling a residential visit will incur costs in line with the setting's policy and incur a small administration cost. If the payment schedule is not adhered to, then the place may be cancelled and no refund

given unless a replacement can be found. If full or agreed payment has not been received 5 working days before the residential begins, the place will be cancelled and no refund given.

The school aims to support parents to meet charges and voluntary contributions and will consider every request for assistance on a case by case basis.

We will ensure that disadvantaged pupils will have equal consideration for residential places across the year where more than one residential visit takes place and may be required to choose only one residential trip. Expressing an interest in a residential visit or trip does not guarantee a place. The school will allocate places following a closing date for expressing an interest. Pupils who have outstanding payments for previous visits may not be offered a place in the first instance.

School Lunches

The school aims to price meals broadly in line with those offered by West Sussex County Council. The school reserves the right to change the price of meals at any time. Parents are expected to pay for school lunches in advance. The school will not provide food for pupils who have not paid for lunches or have accrued a debt of over £25 unless in exceptional circumstances.

Hot school lunches can be ordered (and cancelled with refund or transfer) with 2 days' notice. School packed lunches can be ordered prior to 10am on the day.

The school will not provide refunds for meals missed due to illness, cancelled or transferred with less than 2 days' notice or in exceptional circumstances such as unforeseen school closures. Any refunds given will incur a small administration charge.

Children in receipt of free school meals will receive them until the school is notified that they are no longer eligible.

Music tuition

All children study music as part of the normal school curriculum. No charge is made for this. Individual or group music tuition, which is not part of the National Curriculum, and taught by peripatetic music teachers is chargeable. Information about additional music tuition is given at the start of each academic year and payment is made direct to West Sussex County Council who is responsible for organising these lessons.

Swimming

The school organises swimming lessons for all children in Year 4. These take place in school time and are part of the National Curriculum. We ask parents to make a small voluntary contribution for this activity to help contribute towards the cost of transport and tuition. Parents are informed when these lessons are to take place, and we ask for their written consent for their child to take part.

Additional Activities

The school offers additional activities provided by external staff e.g. golf and karate. A qualified instructor organises, runs and charges for these activities separately.

School transport

Charges are made to cover the costs for extracurricular activities.

Activities we charge for

The school will charge for the following activities:

- **Breakfast and tuck**. This cost of each item will cover the price of the item and the associated additional costs involved.
- **After School Clubs.** The school offers a wide range of after school clubs run by adults associated with the school. Clubs offered by staff are charged at £10 per half term to cover the cost of resources and materials.

For regular activities, the charges for each activity will be determined by the governing Body and reviewed in July each year. Parents will be informed of the charges for the coming year in September each year.

Remissions

The Headteacher or Governing Body may decide to remit in full or part, charges in respect of a particular pupil or activity if it is felt reasonable in the circumstances.

Remissions for residential visits

The school has set aside a small amount of money for the assistance of some pupils. Parents who can prove they are in receipt of any of the following benefits may be exempt from paying the cost of Body and lodging for residential visits:

- ✓ 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 £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 £7,400 per year – after tax and not including any benefits)

Refunds

If a school trip, visit, play or workshop is cancelled, then parents have 5 working days to apply for a refund, full or partial, taking into account any expenses incurred by the school. This will include an administration fee and a transaction fee for payments made to the school electronically with a minimum of £5. All refunds for trips and residentials will be offered in line with the cancellation policy of the provider.

Damage/Loss to School Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the full cost of replacement or repair or such lower cost that the Headteacher may decide.

Lettings and Hirings

The school will make its facilities available to outside users. The scale of charges will reflect each client's use of the building, facilities and consumables and will consider the West Sussex Lettings Policy. For users connected to the school e.g. staff, governors, local community groups, charges may be reduced to cover costs only.

Other Charges

The Headteacher or Governing Body may levy charges for miscellaneous services up to the cost of providing these services.

- *Printing or photocopying (e.g. pupil reports), the school will charge 10p per black and white sheet and 15p per colour sheet*
- *Distribution of advertisement leaflets, the school will charge £10 per year group*
- *Other services will incur charges*