



Pimperne CE VC Primary School

Charging and Remissions Policy

Last reviewed: July 2023

Ratified by the Governing Board: July 2023

To be reviewed: Annually

Next review: June 2024



'As each one does their part, we grow in love'

Ephesians 4 vs.16



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Statement of intent

Pimperne 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.

We hope:

- That we are supported in our request for voluntary contributions in order that this can help towards the cost of an activity.
- Should an activity need to be cancelled due to lack of contributions that this is received in an understanding manner, albeit disappointing.

Signed by:

JWaller Headteacher

Date: Sept 2023

JTorrance Chair of governors

Date: Sept 2023

1. Legal framework

1.1. This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:

- Education Act 1996
- The Charges for Music Tuition (England) Regulations 2007
- The Education (Prescribed Public Examinations) (England) Regulations 2010
- DfE (2018) 'Charging for school activities'
- DfE (2019) 'Governance handbook'
- Freedom of Information Act 2000

This policy operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Debt Recovery Policy
- Freedom of Information Policy and Publication Scheme
- The school's Scheme of Delegation
- Finance Policy

2. Charging for education

2.1. We will not charge parents for:

- Admission applications.
- Education of the core offer, provided during school hours (including the supply of any materials, books, instruments or other equipment) unless specific to the individual.
- 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, for pupils learning individually or in groups, 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 and vocational tuition (in certain circumstances)



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- Use of community facilities
 - Off Site Education (within the school day) that cannot be replicated within school
 - Activities that fall outside of the essential core of the National Curriculum
 - Educational Visitors enriching core education or running workshops
 - Transport to specific types of activity or event.
 - Use of community facilities and other commercial activities.
 - Swimming sessions (and transport) following the core offer of sessions, should a child need these to support their basic skills.
 - Replacement materials and/or equipment if damaged purposefully
 - Repairs to buildings and/or equipment if damaged purposefully
 - Provision of information within the scope of freedom of information.
 - Residential Visits
 - Child-care when collection is later than the expected time.
 - Interest or charges on outstanding balances that remain owing to the school.
- This will also cover additional administration time.

3. Optional extras

3.1. 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.
 - Religious education.
- 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 eg Breakfast Club / After School Club / Extra-Curricular Clubs

3.2. When calculating the cost of optional extras, the school will only take into account the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Transport, other than that required to take the pupil to school or to other premises where the LA has arranged for the pupil to be provided with education
- The cost of buildings and accommodation
- The employment of non-teaching staff

- The cost of teaching staff (including teaching assistants) under contracts for services purely to provide an optional extra
 - The cost, or an appropriate proportion of the costs, for teaching staff employed to provide vocal tuition or tuition in playing a musical instrument
- 3.3. The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils. We will not charge a subsidy 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, we will not charge for the cost of alternative provision for those not participating.
- 3.4. 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 pre-requisite for the provision of an optional extra.
- 3.5. The school may cancel any activity where there is a lack of parental funding to make the expenditure reasonable. The school is unable to heavily subsidise any one activity.

4. Examination fees

- 4.1. We 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.

5. Voluntary contributions

- 5.1. We will ask for voluntary contributions towards the benefit of the school or school activities. If an activity cannot be funded without voluntary contributions, we will need to cancel these activities, and parents should be clear of this at the outset. We will also make it clear that there is no enforcement or obligation for parents to contribute, and will notify parents, who meet the criteria for possible assistance if this is available. Any family experiencing financial difficulty is encouraged to speak to the school office as soon as possible and check eligibility for 'Free School Meals'.
- 5.2. No child 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. If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source within an appropriate timeframe, the activity will be cancelled.

- 5.3. The School will request voluntary contributions for swimming, however no child will be excluded from the core offer, for non-payment. If a child needs further group swimming lessons, parents will be informed and a charge made. The amount charged for additional sessions will be part subsidised by the school, to encourage parents to take up the offer for their child to learn this life skill.

6. Music tuition

- 6.1. 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.
- 6.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

7. Transport

- 7.1. We 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 school 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. Residential visits

- 8.1. We will not charge for:
- Supply teachers to cover for teachers accompanying pupils on visits or residentials
 - The cost of School Staff teaching time within the hours of the school day.
- 8.2. We may charge for board and lodging – but the charge will not exceed the actual cost.
- 8.3. There may be a charge within the total cost of a residential for some of the activities included, if they are additional to the educational offer.
- 8.4. Parents in receipt of one or more of the following benefits and therefore claiming Pupil Premium for the school to support their child, may be eligible to be supported with a monetary percentage towards the cost of any residential visit:
- 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)

9. 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.

10. Remissions

- 10.1. We may allocate a small proportion of our Pupil Premium to enable families in financial difficulty to send their children on visits/activities. The funding is 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/activity cannot be met through assistance funding and voluntary contributions, the trip/activity will be cancelled.
- 10.2. We may be able to assist with funding towards school uniform costs (in part) for parents in receipt of Pupil Premium funding.
- 10.3. In specific circumstances we may be able to offer a reduction or payment towards the costs of pre and post school childcare, if parents are eligible for Pupil Premium funding.
- 10.4. Parents in receipt of any of the following benefits may request assistance with the costs of activities, if the school are in receipt of the Pupil Premium Funding:
 - 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)
- 10.5. To request assistance, parents should contact the School Admin Team, or Headteacher via the school office.

11. School trip refunds

- 11.1. 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.
- 11.2. In the event that the school has to cancel a trip due to foreseen circumstances, parental contributions, will be refunded if the supplier refunds the school.
- 11.3. In the event that a school trip is postponed due to unforeseen circumstances, the parental contributions for the trip will be held, until information around the alternative is released. It is likely that carrying forward the money until the trip takes place, transferring the money to another trip, or refunding parents would be the main considerations.
- 11.4. In the event that a pupil or their parents cancel their place on a trip, a refund will not be given to parents. It is unlikely as all costs would have been calculated equally and the school cannot take on additional costs. Whether the school will be able to reimburse the pupil's place on the trip, would depend on whether the supplier reimburses the money paid or whether the place on the trip can be offered to another appropriate pupil.
- 11.5. 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.
- 11.6. In circumstances where the visit/trip has an extended payment window beyond the date of the trip and the payments are not honoured and paid in full, the school has the right to refuse further visits/trips, until payment is made in full.
- 11.7. In the event that a pupil cannot attend a trip at the last minute or is required to leave (e.g. due to illness), it is highly unlikely that a refund will be agreed, unless the place on the trip can be offered to another appropriate pupil.
- 11.8. 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 £10 per pupil.
- 11.9. Excess expenditure will be subsidised by the allocated school fund.
- 11.10. The school will deal with cancellations and refunds on a case-by-case basis, ensuring that all pupils and their families are treated equally.
- 11.11. If a parent wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

12. Gifted Items to all children

- 12.1. When children join us at the very start of school in Reception, they are gifted a Book Bag. Replacements are available from the school or Rag-Tags Uniform Suppliers in Blandford.

- 12.2. When children move into Year 5 or Year 6, they are gifted a tie (as their uniform changes in Year 5 to a shirt with collar for a tie). Replacements are available to purchase from the school.

13. Freedom of Information Policy and Publication Scheme

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

14. Monitoring and review

- 14.1. This policy will be reviewed annually by the resources committee of the governing board and the headteacher.
- 14.2. The next scheduled review date for this policy is **June 2024**.