



## BEMPTON PRIMARY SCHOOL CHARGING AND REMISSIONS POLICY

Date created	March 2020
Created by	Mrs J.Jewitt
Next Review date	When any Amendments of Policy applies

### AIMS OF THE POLICY

Bempton Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established the following policies and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational activities. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may otherwise prevent some pupils taking full advantage of the opportunities.

### BACKGROUND TO THE POLICY

Sections 449 to 462 of the Education Act (1996) requires all schools to have a policy on charging and remissions for school activities, This legislation may be viewed at [http://www.opsi.gov.uk/acts/acts1996/ukpga\\_19960056\\_en\\_28](http://www.opsi.gov.uk/acts/acts1996/ukpga_19960056_en_28)

This policy will have consideration for, and be in compliance 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 (2014) Charging for School Activities
- DfE (2015) Governors' Handbook

### ITEMS FOR WHICH NO CHARGES WILL BE MADE:

- 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<sup>1</sup>, 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;
- 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; and
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school<sup>2</sup>.

Schools and local authorities **can** charge for:

- Any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- Optional extras (see below);
- Music and vocal tuition, in limited circumstances

Transporting registered pupils

- to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- to other premises where the governing body or local education authority has arranged for pupils to be educated;
- to enable them to meet an examination requirement when they have been prepared for that examination at the school; and
- in connection with an educational visit.

## **ITEMS FOR WHICH CHARGES WILL BE MADE**

### **Within School Hours**

#### **Educational visits and activities – voluntary contributions**

When organising educational visits or activities, which enrich the curriculum and the experience of pupils, the school invites the parent to make a voluntary contribution towards the cost of the visit or activity. Although not an exhaustive list; these activities may include visits to museums, galleries and the theatre as well as sporting and outdoor and adventurous activities.

If the school does not receive sufficient voluntary contributions, we may need to cancel the visit or activity. When a visit or activity does go ahead it may include pupils whose parents have not paid any contribution. We may not, by law, exclude these pupils and indeed would not wish to treat them differently from others. Non-payments will be made up from the school budget, from other school funds or from charities.

## **Swimming**

The costs of providing swimming tuition in the local public pools, including transport, hire of the pool and provision of instructors, will be reviewed on an annual basis. As this forms part of the National Curriculum the school will provide funds to support this activity to ensure all pupils' educational requirements for swimming will be met.

## **Music**

All pupils study music as part of the normal school curriculum for which no charge is made. In addition, several music groups run during the school day, at lunchtime or after school for which no charge is made (e.g. recorder groups). The governors do, however, reserve the right to charge for these activities as "optional extras" if they occur outside school hours and are not part of the National Curriculum.

Peripatetic music teachers teach individual or group lessons for which a charge is made.

## **Craft/Technology Activities**

All pupils have the opportunity within the school curriculum of taking part in activities such as craft and technology. The governing body reserves the right to charge for ingredients and materials at cost when they are not provided by the parents.

## **Early Years Provision**

A charge will be made to cover the cost of providing Foundation Stage one, Early Years Education in excess of the hours funded by the Local Authority. As this is deemed to be an optional extra, the parents' agreement is a necessary pre-requisite and the charge will not exceed the actual cost of providing the provision nor include an element of subsidy for any other pupil or from the school's budget share. In setting the level of charge/s and allocating places Governors will have regard to the guidance provided by the Local Authority. The current charge is £4.00 per hour. Contracts and invoices are sent out to parents for completion prior to admittance the following term. Payment must be made in advance. Our preferred method of payment for charges sessions is through the parent pay platform. Payments can also be made through the Government Tax Platform which allows parents to claim tax back.

Two weeks' notice must be given if holidays are taken during term time and will be charged at half rates. If no notice is given, then full rates will be applied.

Days missed due to illness will be charged at full rate.

Children aged three or four, eligible for free school meals. If no notice is given, then full rates will be applied.

Days missed due to illness will be charged at full rate.

Children aged three or four, eligible for free school meals are only entitled to a free lunch if they attend for a full day.

Training days are not chargeable; however, parents will lose their free of charge session. This session cannot be carried forward.

## **Not Within School Hours**

### **Residential Visits**

Charges will be made for the cost of the visit (Board and lodging, **travel costs, entrance fees etc**). Families are invited to pay in instalments over several months or in one single payment. Any parent who refuses or is unable to meet the charge should not expect their child to be included. Parents of children who receive free school meals are offered the option to make a reduced payment.

### **Optional Extras**

Charges may be made for some activities known as “Optional Extras”. These may include-

- extra-curricular activities
- any equipment and/or staffing in relation to extra-curricular activities
- Breakfast, After School and Holiday clubs

Any charge made in respect of individual pupils will not exceed the actual cost of providing the activity. It will not, therefore, include an element of subsidy for any other pupil. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Charges made by external providers of activities are the responsibility of those providers and consequently not covered by this Policy.

### **Other Charges**

#### **Nursery Admissions**

Children are entitled to 15 hours free from the term after their 3rd birthday. Additional hours may be available at a cost of £4.00 an hour. Contracts and invoices are sent out to parents, for completion, prior to admittance the following term. Payment must be made in advance, weekly, monthly, half termly or termly. Free sessions are identified on the contract. 2 weeks’ notice must be given if holidays are taken during term time and will be charged at half rates. If there is no notice given, then full rates will apply. Days missed through illness are charged full rate. Children aged 3 or 4, eligible for Free school meals, are entitled to lunch only if they attend for a full day. Training days are not chargeable; however, parents will lose their free of charge session. This session cannot be carried forward. Nursery sessions are still chargeable if parents take the option to not attend due to bad weather when the school is open. If the school is closed, then sessions are not chargeable. Paid for school meals not taken will be carried forward.

#### **Private Copying**

A charge of 10 pence per A4 side may be made to cover the basic cost of private photocopying.

#### **Additional Text Books and Study Materials**

From time to time recommendations may be made regarding additional text books, equipment and study materials which could enhance a pupil’s learning. In these circumstances it is the parent’s choice to purchase and therefore the charge will be met in full by the parent. Any such charge will be equal to the cost price of the item concerned to the school.

### **Lost or Damaged Items of School Property**

Parents may be asked to make a contribution towards replacing damaged school property caused wilfully or negligently by their child/ren. This may include window breakage and removal of graffiti. A charge to cover the cost of replacement may also be made for lost or damaged items of school property, including library books/text books.

### **School Uniform**

Bempton Primary School uses a clothing supplier who provides quality school wear at affordable prices.

### **School Meals**

Parents whose child takes a school lunch must pay the relevant cost stated by the schools catering supplier. Pupils may be eligible for free school meals. Application forms available from the school office.

### **Public Examinations**

A charge will be made for examination entry fee/s if the registered pupil-

- has not been prepared for examination at the school, or
- fails, without good reason, to complete the requirements of any examination for which the school has already paid or agreed to pay the entry fee.

### **Freedom of Information**

Single copies of information covered by this publication are provided at a cost based on the cost of copying per A4 side, as detailed in the section marked Private Copying. If we have to do a lot of copying or printing, or we incur a large postal charge, or your request is for a priced item (e.g. printed publications or videos) we will advise you of the cost before fulfilling your request. All charges will be fair and reasonable.

### **HIRE OF SCHOOL PREMISES**

Governors wish to encourage community use of the school's facilities when they are not required for school use. Details of the facilities available, the Terms and Conditions of Hire and the scale of Charges may be found in the school's Hire of Facilities (Lettings) policy.

### **REMISSIONS**

Bempton Primary School believes that all pupils should have equal opportunities to benefit from school activities and visits both curricular and extra-curricular, independently of their parent's financial means. To that end the Governing Body has agreed in circumstances of family hardship they will invite parents to apply, in confidence, for remittance of charges in part or in full. Pupils may be eligible for a remission of charge if their parent is in receipt of at least one of the following:-

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the Immigration and Asylum Act 1999

- Child Tax Credit (provided they are not entitled to Working Tax Credit) and have an annual income, assessed by Her Majesty's Revenue and Customs, that does not exceed £16,190 from 6 April 2010)
- The guaranteed element of State Pension Credit
- An Income-related employment and support allowance.

In cases where the specific circumstances, often temporary, of a particular family's hardship fall outside these criteria; the Head Teacher may use their discretion to remit charges in part or in full.

If a parent wishes to apply for a remission of charge a form is available from the school office. Authorisation for such remission will be made by the Head Teacher and/or a nominated Governor.

In the event a remission of charge is declined parents have the right to appeal in writing to the Chair of Governors whose decision will be final.

<p><b>Bempton Primary School</b></p> <p>School Lane Bempton East Riding of Yorkshire YO15 1JA</p>	<p><b>APPLICATION FORM FOR REMISSION OF CHARGE</b></p> <p>01262 850508</p> <p>Bempton.primary@eastriding.gov.uk</p>
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To apply for a remission of a charge a parent should complete this form with the following information.

Family name of Parent		Mr/Mrs/Miss/Ms/Dr/
Forename/s		Relationship to pupil
Full Postal Address		
Postcode	Phone No.	Mobile No.

Please give details below of each dependent child who is in full-time attendance at the school for whom you wish to apply for remission

Full Names of Child/ren	M/F	Date/s of birth	Class/es

Name of Activity	Date of Activity
Please state the reason(s) why you are requesting remission:	

I wish to apply for remission of charges for the educational activity detailed above

Signature of Applicant ..... Date .....

Please return the completed form to the school office in an envelope addressed to the Head Teacher and marked confidential.

For School use only

Remission Approved	Yes / No	Reason
Signed by		
Position		
Date		

