

South Baddesley CE Primary School – Charging and Remissions Policy

AIMS:

At South Baddesley we make appropriate charges to enable pupils to access a range of enriching experiences and to make best use of our school facilities.

CONTEXT:

At South Baddesley CE Primary School there is **not a charge** for the following:

- an admission application to any state funded school
- education provided during school hours
- education provided outside school hours if it is part of the national curriculum, 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

*School hours are from 8.25am to 3.05pm (lunch breaks are not included in normal school hours).

At South Baddesley we **may charge** for the following:

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (appendix one);
- music and vocal tuition (appendix two),
- community facilities.

We may ask for **voluntary contributions** for the benefit of the school or any school activities.

We will make it clear to parents and providers if the activity cannot be funded without voluntary contributions, however there is no obligation or pressure to make any contribution.

A charge is made for all board and lodging costs on residential visits. Parents must agree to charges before the child undertakes the activity. Costs for a residential visit can include elements

for:

- travel
- board and lodging
- materials/books/instruments/equipment

- tuition
- entrance fees
- insurance

It is important to note that no child would be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund a visit, or the school cannot fund it from some other source, then it would be cancelled.

If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit. We will make provision for children when the family is in receipt of:

Universal Credit in prescribed circumstances:

- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008.

Transport

We do not charge for:

- transporting registered pupils to or from the school premises, where the local education 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 provided in connection with an educational visit (although voluntary contributions may be requested).

We **may make charges** for the following:

- Community group use of school facilities through a flexible and supportive charging policy,
- Private hire of our facilities.

Debt recovery

Where charges are not paid, the school will write individual to parents/ carers. A meeting with the Headteacher may be organised in the case of ongoing debts. At the Governing Bodies discretion, in exceptional circumstances debts of up to £100 may be written-off.

Debts include:

- the cost of childcare provision
- the cost of school meals
- the cost of provision outside of the normal school hours; or outside of the National Curriculum (see music tuition)

Appendix One – Charging for Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge **can** be made for providing materials, books, instruments, or equipment. **Optional extras are:**

- education provided outside of school time that is not:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of 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 local authority/governing body have 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 (for example breakfast club, after-school clubs, tea and supervised homework sessions).

In 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, this includes supply teachers engaged specifically to provide the optional extra; and
- 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 exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It does not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

This policy will be reviewed annually.

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Policy reviewed September 2023

Furthermore 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. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

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.

Appendix Two – Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

