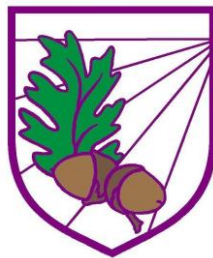



# OAK VIEW PRIMARY & NURSERY SCHOOL



## **CHARGING AND REMISSIONS POLICY**

Policy Date:	<b>July 2023</b>
Policy Review Date:	<b>Summer 2024</b>
Date ratified by Full Governing Body	<b>04/07/2023</b>
Signed by Chair of Governors: 	

# **CONTENTS**

- 1. Aims**
- 2. Legislation and Guidance**
- 3. Definitions**
- 4. Roles and Responsibilities**
- 5. Where charges cannot be made**
- 6. Where charges can be made**
- 7. Voluntary contributions**
- 8. Activities we charge for**
- 9. Remissions**
- 10. Monitoring arrangements**

# 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 board

The 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.

## 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 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.

## 4.4 Parents

Parents 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
  - 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 has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board 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

### 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 wishes him or her 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 local authority 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 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 which 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.

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 to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

School trips, sports activities, clubs

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents 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.

## 8. Activities we charge for

The school will charge for the following activities:

### School Meals

These are provided by Herts Catering Ltd. Meal ordering and payment is made through The School Grid. Payment for meals should be made in advance of the meal being taken. The cost for the 2023-24 school year is £3.15 per day for a Junior Meal.

### School Milk

This is provided through Hertfordshire County Council and payment is made directly to HCC. Milk is ordered on a termly basis and is paid for in advance. Costings for this are provided termly in advance and milk will only be ordered once payment is made.

### Cycling Proficiency

We offer Bikeability Cycling courses run through the Local Authority. There is a reduced charge of £25 per course. Children must have a roadworthy bicycle, lock and helmet to enable them to take part.

## **Nursery Additional Hours**

Where available, additional hours are charged at £5.47 per hour.

Lunchtime childcare will be provided at no additional cost but should a school meal be taken then there will be an additional cost for this. The cost for the 2023-24 school year is £2.45 per day for a Nursery Meal.

## **Swimming**

We consider swimming to be a valuable life skill and school will cover the cost of school curriculum swimming lessons that are taken during school hours.

For regular activities, the charges for each activity will be determined by the governing board and reviewed in the Summer term each year. Parents will be informed of the charges for the coming year in the Summer term each year.

## **Policy for Bad Debts**

1. First reminder letter - after two weeks of the debt becoming outstanding, the first informal reminder letter from the office staff will be sent through the post or via the pupil in school.
2. If within two weeks of the initial letter, payment has not been received, a second more formal letter from the office staff will be sent through the post.
3. If no payment is received after two reminders, a letter is drawn up in the name of the Headteacher detailing a request to contact the school with regard to non-payment
4. If after the third letter there is a failure to respond, the Headteacher has the authority to write off a debt up to £100 using his/her knowledge of the circumstances and previous record of payment.
5. If the debt is greater than £100 the Headteacher will refer to this to the governors, who will decide in the light of previous history of payment, whether to write off the debt or to refer the matter to the Law and Administration section of County Hall. The governing body may write off a debt up to £500.
6. Copies of all reminder letters and correspondence will be kept in school.
7. Non-payment of school dinner money. If a debt of £20 occurs a letter outlining the debt and if they would like to discuss any payment plan or financial difficulties. If there is no contact and non-payment after this letter then the parent will be asked to provide a packed lunch until the time when the debt is cleared.

## **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.

### **9.1 Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will receive a reduced charge:

- 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 you're 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 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit

## **10. Monitoring arrangements**

The Finance Administrator or Business Manager monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Manager every year.

At every review, the policy will be approved by the Governing Body.