



# Newbottle and Charlton C.E.V.A. Primary School

*'Let all that you do be done in love';  
Every Person Matters, Every Moment Counts*

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## **CHARGING & REMISSIONS POLICY** (Statutory - Annual review)

<b>Adopted by the FGB [Date]:</b>	July 2024
<b>Chair of Governors Signature:</b>	
<b>Date of next review:</b>	June 2025

# **NEWBOTTLE AND CHARLTON C.E.V.A PRIMARY SCHOOL**

## **CHARGING AND REMISSIONS POLICY**

### **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.

The School does NOT charge for:

- an admission application to the school;
- 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,
- tuition for pupils learning to play musical instruments if the tuition is required as part of the National Curriculum;
- 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 education authority has arranged for pupils to be educated;
- transport provided in connection with an educational visit.

The School will charge for:

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

#### **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:

- part of the National Curriculum;
- part of Religious Education.
- transport that is not 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; and
- board and lodging for a pupil on a residential visit.

Extended day services offered to pupils (such as breakfast clubs, after-school clubs, clubs where there is a cost from an external coach/teacher)

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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, 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 therefore does not 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.

Where a small proportion of the activity takes place during school hours the charge will not include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge will 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.

### **Music and Vocal Tuition**

- Charges may be made for teaching either an individual pupil or groups of any appropriate size to play a musical instrument or to sing. Charges will only be made if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s), or the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme (Wider Opportunities).

### **Voluntary Contributions**

The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. I.e school trips and school transport for swimming.

However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher will make this clear to parents at the outset.

If insufficient voluntary contributions are raised to fund a visit, then it may be cancelled. The preferred method of payment for contributions is through SchoolMoney (<https://www.schoolmoney.co.uk>).

### **Visits**

The school will charge for the cost of the trip per child and the charge will not exceed the actual cost.

## **Remissions**

If a parent is unable to pay this cost and can explain extenuating circumstances, efforts will be made by the school to assist as far as possible to enable the child to participate in the trip.

### **Remissions for residential visits**

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying the cost of board 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 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 – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

When the school informs parents about a trip, a 'payment plan' will be suggested whereby parents can pay the cost in instalments.

### **Childcare Vouchers**

These can only be used if with all of the following criteria:

- Services that are Ofsted registered
- Out of school hours
- On the school premises

This is therefore restrictive to Breakfast and After School club. If you are unsure please contact the school to discuss further.

### **Debts**

Account balances are tracked and payment reminders for money owed to the school will initially be sent by the Office.

Should the outstanding amount exceed £100 OR if the payment has not been made within 14 days of the request from the Office, the matter will be escalated to the Finance governors

A letter will be sent which outlines the process that will be taken should the debt not be paid within a further 14 days. This will include not allowing the child to

continue to participate in paid activities, as well as the potential next step of starting a legal process for recovery of the debt.

We recognise that financial difficulties do occur and in such situations parents and guardians are encouraged to speak to the Office or Head Teacher as early as possible to discuss options for payment of the outstanding monies.

### **Monitoring**

The headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher every year

At every review, the policy will be approved by the governing body