

## REMISSIONS AND CHARGING POLICY

### 1. Legal framework

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 (2014) 'Charging for School Activities'
- DfE (2017) 'Governance Handbook'

### 2. Charging for education

#### 2.1. We will not charge parents for:

- Admission applications.
- Education provided during school hours.
- Education provided outside school hours if it is a statutory 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 religious education.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.
- Entry for a prescribed public examination, if the pupil has been prepared for it at the school.
- Examination re-sits, if the pupil is being prepared for the re-sits at the school.

#### 2.2. We will 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)
- Use of community facilities

### 3. Optional extras

#### 3.1. We will charge parents for the following optional extras:

- Education provided outside of school time that is not:
  - A statutory 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 (wraparound, breakfast club and non-funded nursery provision).

#### 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
- 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.

#### **4. Examination fees**

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 body or LA originally paid or agreed to pay the fee.

#### **5. Examination re-sits**

- 5.1. Where a pupil is entered for a second or subsequent attempt at an examination, we will pay the fee. Once pupils have left the school, re-sits must be taken at the school.
- 5.2. If a pupil or their parents consider it to be in the best interests of the pupil to request that an examination is re-marked, any fees involved must be covered by the pupil or their parents. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the parent/pupil will have their fees refunded.

#### **6. Voluntary contributions**

- 6.1. 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 make this clear to parents at the outset. We will notify parents whether assistance is available. We will publish this policy online and signpost it in letters regarding voluntary contributions which makes it clear that there is no obligation for parents to make a contribution.
- 6.2. 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, the activity will be cancelled.
- 6.3. It is not our aim to make parents feel pressurised into making voluntary contributions. Therefore, only one general reminder that we are still looking for voluntary contributions will be made for each event or activity.

#### **7. Music tuition**

- 7.1. 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.
- 7.2. The charges will not exceed the cost of the provision, including the cost of the staff providing the tuition.

#### **8. Swimming**

- 8.1 Swimming is a statutory part of the curriculum. We may ask for voluntary contributions towards the cost of providing lessons by qualified coaches at Ashington Leisure Centre.

- 8.2 Transport to and from swimming forms a large part of the cost of providing swimming per child at Bothal Primary. Walking for 30 minutes in each direction in all weathers and having to cross busy roads make using buses a much more attractive option. However, as school received no additional funds, we will ask for voluntary contributions to cover this. If insufficient voluntary contributions are raised then we will re-consider walking pupils to and from the Leisure Centre for swimming lessons.

## 9. Transport

- 9.1 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 premises where the governing body 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.
- 9.2 We will charge for transport, other than that arranged by the LA for the pupil to be provided with education.

## 10. Residential visits

- 10.1. We will not charge for:
- 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 a statutory part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
  - Supply teachers to cover for teachers accompanying pupils on visits.
- 10.2. We will charge for board and lodging – but the charge will not exceed the actual cost.
- 10.3. Parents may be exempt from board and lodging costs if they can prove that they are in receipt of one or more of the following benefits:
- Universal Credit
  - Income Support
  - Income Based Jobseekers Allowance
  - 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) did not exceed £16,190 in the previous financial year
  - The guarantee element of State Pension Credit
  - An income related employment and support allowance

## 11. Education partly during school hours

- 11.1. If 50 percent or more of the time spent on an activity occurs during school hours (including time spent travelling if the travel occurs during school hours), it is deemed to take place during school hours and no charge will be made.
- 11.2. If less than 50 percent of the time spent on an activity occurs during school hours, it is deemed to have taken place outside school hours and we will charge for the activity; however, we will not charge if the activity is a statutory part of the national curriculum, part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education.
- 11.3. We will charge for any optional extended day services.

## 12. Damaged or lost items

The school will charge parents for the cost of replacing items broken, damaged or lost due to their child's behaviour.

### 13. Remissions

13.1. We have set aside a small fund to assist 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.

13.2. Parents in receipt of any of the following benefits may request assistance with the costs of activities:

- Universal Credit
- Income Support
- Income Based Jobseekers Allowance
- 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) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

13.3. To request assistance, parents should contact Nikki Lumley at Bothal Primary School (01670 812360) and Sandra Turnbull at Central Primary School (01670 810570).

**Chair of ALP:**

**Date:**

<b>Date:</b>	4/5/16	11/5/18
<b>Version</b>	2	3
<b>Author:</b>	Business Team	N Lumley
<b>Status:</b>	Update	REVIEW



Date

Dear Parents

**Swimming Lessons – X Term 20XX**

Your child will take part in swimming lessons at Ashington Leisure Centre from **date** to **date**. These lessons are a compulsory part of the school curriculum.

Your child will need to **bring a swimming costume and towel in a waterproof bag**.

All children **must also wear a swimming hat** so please ensure that you purchase one before their first lesson. Hats are available for sale from Reception at Ashington Leisure Centre or other sports retailers.

The cost to school per child per week will be **£0.00**, which covers **a 1 hour lesson and coach travel to and from the Leisure Centre**. We ask for voluntary contributions towards this activity and refer you to the Charging and Remissions Policy on the school website. Payments can be made by cash **or cheque** at the school office or online **via the school gateway**.

The pupils will be leaving school at **x am, by coach / on foot**, and their lesson will take place between **x am and x am**. Pupils will be back in school by **x am**.

Yours sincerely

Name  
PE Co-ordinator  
**Bothal/Central** Primary School

CC: Website  
Finance Officer

✂-----

**Class Swimming X Term**  
**Return to the school office by DATE**

I understand that my child.....Class .....

Will be taking part in swimming lessons at Ashington Leisure Centre Pool as detailed above. I will contact the school office if there are any changes to the emergency details I provide at the start of the year.

Signed..... Name.....(Parent)



Date

Dear Parents

**Music Tuition – X Term 20XX**

We are offering all pupils a chance to learn to play a musical instrument. The skills learned not only support a child’s musical abilities but also have an impact on motor skills, literacy and numeracy.

This is a completely voluntary activity and not part of the normal curriculum. Tuition will be in small groups of 2 – 4 pupils under the direction of a specialist teacher, Mr Muckle, who has been teaching guitar, keyboard and drums to our pupils for many years. Lessons take place during the school day.

The cost of 10 x 30 minute lessons each term costs £00.00, which must be paid in advance. The first payment of the year includes a deposit of £00.00 which is deducted from the third term’s payment provided lessons have not been cancelled within the school year. The cost is considerably cheaper than other private tuition available and we endeavour to keep costs as low as we can. We are happy to discuss payment by instalments (please contact Nikki Lumley at Bothal Primary or Sandra Turnbull at Central Primary) and you may get help toward the cost of lessons if you are entitled to free school meals. We refer you to the Charging and Remissions Policy on the school website.

The only other expense would be the cost of an instrument should you wish to hire one. Dennis Todd music shop in Bedlington offers hire purchase schemes and we hold some instruments for use during tuition.

Yours sincerely

Name  
Music Co-ordinator  
Bothal/Central Primary School

CC: Website  
Finance Officer

✂-----

**Music Tuition: Autumn/Spring/Summer Term 20XX**  
**Return to the school office by DATE**

My child.....Class .....

Would like to have .....(instrument) music tuition.  
(SEND NO MONEY NOW, AN INVOICE WILL BE SENT IN DUE COURSE)

Signed..... Name.....(Parent)



Date

Dear Parents

**[Name of Visit - date]**

On **[date of visit]**, the children in Year **[yrgrp]** / Class **[class]** will be visiting **[venue]** to take part in **[description]**.

A full description of activities to be undertaken is below:

- X
- X
- X

The coach will leave school at **[time]** and return to school **[time/before the end of the school day]** **OR** the pupils will be using the school minibus **OR** the pupils will be walking to and from this event. Risk assessments have been carried out and are available to view if you would like to come into school.

Specify clothing i.e. school uniform, sports kit, warm waterproof etc.

The purpose of this event is **[put in expected outcome/links to curriculum etc]**

The children will all need a packed lunch. Some parents prefer to send their own packed lunch but if you require school to provide one, at the cost of a normal school lunch, please indicate this on the slip below. Pupils entitled to free school meals will not be charged for a packed lunch order but an order will still need to be placed.

The cost of the trip is **[amount]** per pupil, which is the cost of the travel to **the [venue]** and also the cost of **[description i.e. workshop]**. This trip is in support of the curriculum and so we must ask for voluntary contributions to fund the costs of this. If insufficient funds are received this activity will be cancelled as the school cannot fund the cost of this activity from elsewhere.

**OR**

The cost of the trip is **[amount]** per pupil. As this is a voluntary activity we will require payment in full. We are happy to discuss payment by instalments in order to assist (**contact Nikki Lumley at Bothal Primary or Sandra Turnbull at Central Primary**). **If your child is entitled to free school meals we may be able to help with a subsidy towards the cost of the visit.** I refer you to the Charging and Remission Policy on the school website.

Please forward payments to the school office no later than **[date]**. **Specify non-refundable [deposit/payment schedule]. Specify payment methods i.e. cash / cheque payable to Bothal Primary School / Schoolgateway or by telephone.**

We will also need parents to help on the visit. If you are able to help, please indicate this below. There is no charge for parent helpers. For the safety of our pupils, parent helpers will need to complete a form annually with disclosures about criminal records and also provide proof of ID.

Yours sincerely,

[Name]  
Visit Leader

cc: Head of School  
Educational Visits Coordinator  
Office Manager/Finance Manager  
Website

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**[Name of Visit - date]**  
**Return to the school office by DATE**

I give permission for my child to take part in the visit

I have paid electronically.

I enclose £.....

I require school to provide a packed lunch.

I am able to help on the visit (no charge for parent helpers).

Pupil Name.....Class .....

Signed..... Name.....(Parent)





Date

Dear Parents

School Milk – X Term 20XX

Milk has to be ordered now for next term for Reception to Year 6 pupils, as we need to place an order in advance with the dairy.

The price for milk is calculated using the County Council guidelines and includes a European Union Subsidy. The overall cost is calculated on the number of school days per term so the price of milk for each term will vary as some terms are longer than others. The price for the x Term is £12.50 (approximately 20p per day). The taking of milk is a voluntary activity and therefore payment must be made unless the following applies.

If your child is in receipt of Income Based Free School Meals, their milk does not have to be paid for provided they remain on Free School Meals for the whole term. Children under 5 are also entitled to free milk. I refer you to the Charging and Remission Policy on the school website. The form still needs to be completed and returned to confirm your child’s requirements. If the form is not returned by the deadline, then milk will not be ordered for your child and cannot subsequently be ordered until x.

To order your child’s milk please complete and return the cut off slip below no later than Date. If you pay by cash, this MUST be placed in a sealed, named envelope and handed directly to the school office. Unfortunately, payment or orders for milk will not be accepted at the beginning of the new term.

Yours sincerely

Name
Business Manager
Bothal/Central Primary School

CC: Website
Finance Officer
&

Milk Order: Autumn/Spring/Summer Term 20XX
Return to the school office by DATE

- My child is under 5 for the whole term (date – date). DOB:...../...../.....
My child would like milk and is entitled to Free School Meals (not Universal FSM)
My child would like milk and I enclose £12.50 Cash / cheque
My child would like milk and I have paid £12.50 using Schoolcomms

Pupil Name.....Class .....

Signed..... Name.....(Parent)